



**Leeds and the Thousand Islands Public Library Board**  
**MINUTES OF THE REGULAR MEETING**  
 Held on September 21, 2022 at the Lansdowne Branch, and via ZOOM.

Present	Mark Jamison (Council Rep) Cathy Griffin Pierre Mercier Carol Rogers Dayna DeBenedet (CEO)
Regrets	Brenda Lolley (Chair) Gord Ohlke (Council Rep)

1.0	<b>Call to Order</b>	The meeting was called to order by the Vice-Chair at 9:02 AM.	
2.0	<b>Land Acknowledgement &amp; Remarks from the Chair</b>	Vice-Chair P. Mercier chaired the meeting, and thanked the board for accommodating the time change for the meeting. The Land Acknowledgement was shared.	
3.0	<b>Approval of the Agenda</b>	<b>Motion 22-40</b> THAT the Leeds and the Thousand Islands Public Library Board approve the agenda as presented. Moved by C Griffin; seconded by C Rogers. <b>APPROVED.</b>	
4.0	<b>Declaration of Conflict of Interest</b>	None declared.	
5.0	<b>Delegations</b>	None present.	
6.0	<b>Adoption of the Minutes</b>	<b>6.1 July 20, 2022</b>  <b>Motion 22-41</b> THAT the Leeds and the Thousand Islands Public Library Board approve the minutes of the previous meeting, July 20, 2022 as presented. Moved by C Rogers; seconded by C Griffin. <b>APPROVED.</b>	

7.0	<b>Business Arising from the Minutes</b>	<p><b>7.1 Standing Item: Strategic Plan Progress Review</b></p> <p>D DeBenedet provided an update on the strategic goals.</p>	
8.0	<b>Consent Agenda</b>	<p><b>8.1 CEO Report</b></p> <ul style="list-style-type: none"> <li>○ See attached</li> </ul> <p><b>8.2 Statistical Report</b></p> <ul style="list-style-type: none"> <li>○ See attached</li> </ul> <p><b>8.3 Financial Report</b></p> <ul style="list-style-type: none"> <li>○ See attached</li> </ul> <p><b>8.4 Health and Safety Report</b></p> <ul style="list-style-type: none"> <li>○ See attached</li> </ul> <p>D DeBenedet discussed the reports in the consent agenda.</p> <p><b>Motion 22-42</b> THAT the Leeds and the Thousand Islands Public Library Board approve the consent agenda, including the following reports:  CEO Report – September 2022  Statistical Report to August 31, 2022  Financial Statements to August 31, 2022  Health and Safety Report – September 2022  Moved by M Jamison; seconded by C Rogers. <b>APPROVED.</b></p>	
9.0	<b>Decision Items</b>	<p><b>9.1 Policy Discussion (OP-07, OP-12, OP-13, OP-16, OP-20)</b></p> <p>Board members discussed the operational policies presented.</p> <p>OP-07: Updates were made to clarify that 2.4.1 and 4.2.1 applies to both smoking and vaping. Wording in section 4.2 was revised for clarity, and 4.2.6 was removed and incorporated into 4.2.7.</p> <p>OP-12: Small grammatical updates were made.</p>	

		<p>OP-13: An update was made to 3.3 to include guardians as responsible for reading and agreeing to the Guidelines for Use on behalf of children in their care.</p> <p>OP-16: Policy approved as presented.</p> <p>OP-20: An update was made to 3.5 to include virtual meeting options for volunteer screening.</p> <p><b>Motion 22-43</b> THAT the Leeds and the Thousand Islands Public Library Board approve the following Operational Policies as amended:</p> <p>OP-07 Patron Code of Conduct  OP-12 Resource Sharing  OP-13 Public Use of Internet and Computer  OP-16 Local History  OP-20 Volunteer Policy</p> <p>Moved by C Griffin; seconded by C Rogers. <b>APPROVED.</b></p> <p><b>9.2 Legacy Document Draft</b></p> <p>Board members discussed the draft of the Legacy document. A change was suggested to include the Library’s Land Acknowledgement Statement to the Statement of Values Section.</p> <p><b>Motion 22-44</b> THAT the Leeds and the Thousand Islands Public Library Board approve the 2019-2022 Legacy Document as amended.</p> <p>Moved by C Rogers; seconded by C Griffin. <b>APPROVED.</b></p>	<p><b>ACTION:</b> D DeBenedet to integrate the Land Acknowledgement Statement into the Legacy Document.</p>
10.0	<b>Discussion Items</b>	<b>10.1 2023 Budget Process</b>	

		<p>D DeBenedet discussed the timeline for the 2023 budget. The Library has received templates from the Township Finance Department, which will be presented at the October Board Meeting.</p> <p>D DeBenedet also indicated that the Township Treasurer Kate Tindal will attend the October Board meeting to discuss the budget process and answer questions from board members.</p> <p>Board members briefly discussed some priorities for 2023, but a full budget discussion will be scheduled for the October meeting.</p> <p><b>10.2 Archives Update</b></p> <p>P Mercier provided an update on activities at the Archives. Currently volunteers are contributing more than 20 hours per week to the Archives, and have received several new research inquiries.</p> <p>The Archives Committee has been looking at potential solutions that would help make the microfilm collection more accessible, as the microfilm reader is outdated, and readers are becoming increasingly expensive and difficult to source. One potential solution would be to look into digitization, beginning with a handful of reels that are most commonly used. P Mercier is following-up with the Archives of Ontario and potential vendors on this project.</p> <p>D DeBenedet and P Mercier discussed the ongoing issues with the Archives Catalogue, which has been offline for many months. Earlier this year an unknown issue occurred with the server, and we have not been able to get the catalogue back online, despite significant time and effort invested by Library staff. As an alternative to hosting our own server we could contract with the company Artefactual (the parent company of AtoM, which we use for our catalogue) to host the online catalogue. The cost would be around \$1700/year.</p> <p>Board members agreed with D DeBenedet’s recommendation that we move forward with Artefactual in 2022, as we are currently in a surplus position.</p>	<p><b>ACTION:</b> D DeBenedet to proceed with</p>
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11.0	<b>In-Camera Session</b>	The was no in-camera session held.	
12.0	<b>Information Items</b>	<p><b>12.1 Board Assembly Meeting – September 15</b></p> <p>B. Lolley provided an update on the OLS Board Assembly session via email.</p>	
13.0	<b>Other Business/Questions</b>	<b>13.1 October Board Meeting Delegation</b>	

		TLTI Treasurer Kate Tindal will be present at the October Meeting as a delegation. She will be available to answer questions regarding the 2023 budget process.	
14.0	<b>Next Meeting</b>	Wednesday, October 19, 2022 at 10:00 am.	
15.0	<b>Adjournment</b>	<b>Motion 22-45</b> THAT the Leeds and the Thousand Islands Public Library Board adjourn at 10:49 am. Moved by M Jamison. <b>CARRIED.</b>	