



**Leeds and the Thousand Islands Public Library Board**  
**MINUTES OF THE REGULAR MEETING**  
 Held on October 19, 2022 at the Lansdowne Branch, and via ZOOM.

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

1.0	<b>Call to Order</b>	The meeting was called to order by the Vice-Chair at 9:59 AM.	
2.0	<b>Land Acknowledgement &amp; Remarks from the Chair</b>	Chair B. Lolley welcome board members and guests to the meeting, and acknowledged that we are currently celebrating Ontario Public Library Week. The Land Acknowledgement was shared.	
3.0	<b>Approval of the Agenda</b>	<b>Motion 22-46</b> THAT the Leeds and the Thousand Islands Public Library Board approve the agenda as presented. Moved by P Mercier; seconded by C Griffin. <b>APPROVED.</b>	
4.0	<b>Declaration of Conflict of Interest</b>	None declared.	
5.0	<b>Delegations</b>	<p><b>5.1 Kate Tindal – TLTI Director of Finance</b></p> <p>TLTI Director of Finance Kate Tindal attended the meeting to discuss the budget process and timeline. The board discussed the process for the development of the budget, the new tangible capital asset plan, and the timeline for the budget to be presented.</p> <p>The board looked at documents provided for 9.1 2023 Budget, and D DeBenedet explained the proposed 2023 budget.</p>	

		The content of the budget discussion will be recorded under 9.1	
6.0	<b>Adoption of the Minutes</b>	<p><b>6.1 September 21, 2022</b></p> <p><b>Motion 22-47</b> THAT the Leeds and the Thousand Islands Public Library Board approve the minutes of the previous meeting, September 21, 2022 as presented. Moved by C Rogers; seconded by C Griffin. <b>APPROVED.</b></p>	
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> <p><b>7.2 Library Board Recruitment and Orientation/Legacy Document</b></p> <p>Board members revisited the suggested update to the Legacy Document regarding inclusion of the Land Acknowledgement Statement. Members agreed that adding some language to the Diversity and Inclusion section under “Our Values” would be a more cohesive way to integrate the information.</p> <p>D DeBenedet indicated to the Board Members that she had not received confirmation of the date when board applications would be available, but that she would let board members know when the information was announced. Several Board members have reported that their community outreach has garnered interest in new applications for the Library Board.</p> <p>D DeBenedet also indicated that a message was recently sent to the Municipal Clerk regarding the board appointment process, to request their consideration around allowing the board to make a recommendation for appointments.</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 22-48</b> THAT the Leeds and the Thousand Islands Public Library Board approve the consent agenda, including the following reports:  CEO Report – October 2022  Statistical Report to September 30, 2022  Financial Statements to September 30, 2022  Health and Safety Report – October 2022  Moved by C Rogers; seconded by P Mercier. <b>APPROVED.</b></p>	
9.0	<b>Decision Items</b>	<p><b>9.1 2023 Budget</b></p> <p>*Note: This discussion took place during 5.1 Delegation – Kate Tindal, TLTI Director of Finance</p> <p>D DeBenedet discussed the proposed 2023 budget and highlighted areas of significant change between the 2022 and 2023 budgets.</p> <p><b>Revenue</b></p> <ul style="list-style-type: none"> <li>• Self-generated revenue projections are status quo for 2023.</li> <li>• Addition of \$34000 in grant revenue to reflect the Trillium Foundation Grant received. There is an offsetting \$34000 expense line to reflect the purchasing for the OTF grant. It is anticipated that most purchasing will happen in 2023.</li> <li>• The budget did not include any contributions from the Library’s reserves this year as we had not discussed a specific project to pursue. If a project is proposed it could be added – a project fully</li> </ul>	

funded from reserves would not impact the overall municipal contribution to the Library.

**Expenses – Salaries & Benefits**

- Increase in salaries of approx. \$30,000
- The Library has ended our reduced hours, put in place during COVID, to ensure that all three branches will now have morning and evening hours. More evening hours in all three branches does mean some additional staffing, as we try to reduce hours worked alone in the evening. This budget reflects increased the increased Library Clerk staffing to accommodate those hours, and the permanent staffing of the SB Branch Manager position (which was vacant during the 2022 budget process).
- This budget also reflects the addition of one student position, which would include some weekend or evening hours.
- Increase in benefits cost of around \$10,000
- Benefits increase reflects changes to the OMERS pension plan that expands eligibility to include part-time and contract employees

**Expenses – Operating**

- Funds were moved/reallocated in the Operating budget lines to allocate more funds to some overspent lines, and lower balances in historically underspent lines. This results in a status quo budget.
- Some examples of changes include increased Programming budget by \$2000, but lowered Grounds Maintenance and Supplies, which have been underspent in the past few years, to offset.
- Advertising budget decreased by \$1500 – we will now work in collaboration with Township to be included in the Township Minute and other Township advertising.
- Insurance premiums have increased by \$1300
- Reduced Equipment and Tool line by \$3500 as it has typically been underspent, and has very little spending for 2022

		<ul style="list-style-type: none"> <li>• Overall slight decrease (~\$3500) in operational expenses. This was to help offset some of the increased staffing expenses.</li> </ul> <p><b>Overall</b></p> <ul style="list-style-type: none"> <li>• Overall municipal funding request around \$471,000</li> <li>• Increase in request for municipal contribution of ~\$34400 over 2022</li> </ul> <p><b>Motion 22-49</b> THAT the Leeds and the Thousand Islands Public Library Board approve the 2023 Draft Budget as presented.</p> <p>Moved by C Rogers; seconded by P Mercier. <b>APPROVED.</b></p> <p>D DeBenedet will now proceed with completing and submitting the budget write-up and justification to the Township for inclusion in the Council Package.</p> <p><b>9.2 Policy Discussion (FO-06, OP-18, OP-19)</b></p> <p>Board members discussed the operational policies presented.</p> <p>FO-06: The foundational policy affirms the Library Board’s commitment to diversity and inclusion. No updates were suggested.</p> <p>OP-18: The Public Relations Policy sets policy around the library’s marketing, advertising, and media relations. Board members discussed the advertising section, which would outline how the Library may promote non-library activities (ie: community events) in library publications (newsletters etc.). No changes were made to the policy.</p> <p>OP-19: The Social Media Policy outlines the library’s social media practices and responsibilities. No changes were made to the policy.</p> <p><b>Motion 22-50</b> THAT the Leeds and the Thousand Islands Public Library Board approve the following Operational Policies as presented:</p>	<p><b>ACTION:</b> D DeBenedet to submit budget write-up to Township.</p>
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10.0	<b>Discussion Items</b>	<p><b>10.1 Emergency Plan/Procedures</b></p> <p>D DeBenedet presented a recommendation to move the Library’s existing Emergency Policies into a procedural manual, and replace them with a single operational policy that will outline the responsibility for creating, reviewing, updating, and practicing emergency procedures.</p> <p>D DeBenedet noted that these documents will be easier to update if they are treated as procedures, rather than policy. Documents are currently in progress for an Emergency Procedures Manual that can be tailored to the needs of each branch (ie: indicating the branch specific location of first aid kits, fire extinguishers, and flashlights, or indicating the site-specific building evacuation meeting point etc.).</p> <p>Board members agreed with the recommendation, so D DeBenedet will bring forward the policy and procedures to a future meeting.</p> <p><b>10.2 Archives Update</b></p> <p>P Mercier provided an update on the activities of the Archives.</p> <p>Volunteers have completed 62 hours of work since the last board meeting. Recent activities at the Archives have included:</p> <ul style="list-style-type: none"> <li>• Hosting a visit from Prof. Forkey regarding his research into the area;</li> <li>• Negotiating a donation of paintings depicting local historical sites by a local artist;</li> <li>• Providing a display at the Lyndhurst Turkey Fair;</li> <li>• Relocating the setting up the microfilm scanner in the trailer;</li> </ul>	<p><b>ACTION:</b> D DeBenedet to proceed with the development of the Emergency Manual.</p>

		<ul style="list-style-type: none"> <li>• Helping to organize a large collection of family photos with a local family;</li> <li>• Receiving a donation from the Warren family; and</li> <li>• Receiving a donation from Washburn School.</li> </ul> <p>D DeBenedet reported that Artefactual has indicated that they aim to have the catalogue back online by early November.</p> <p><b>10.3 Staff Development Day</b></p> <p>D DeBenedet proposed a Staff Development Day for a full-day staff planning session. The goal of the day would be to work on a project to update the Library’s procedural manual (which was suggested by staff at a previous staff meeting), as well as to hold a planning session for 2023 to outline programming and service plans. Library branches would be closed to facilitate this day.</p> <p>D DeBenedet also suggested that during this day the board could join the staff for an appreciation lunch.</p> <p>Board members were supportive of the Staff Development Day. D DeBenedet will move ahead with plans.</p> <p><b>10.4 Annual Program Plan Template</b></p> <p>D DeBenedet presented a template for an Annual/Season program plan. The template is intended for internal use, to help staff identify potential programming, and track programs that are being offered, are in development, or are on hiatus.</p> <p>The program plan could be used at a staff meeting or planning session to identify programming goals for the upcoming season/year.</p>	
11.0	<b>Information Items</b>	None presented.	

12.0	<b>Other Business/Questions</b>	None presented.	
13.0	<b>Next Meeting</b>	Wednesday, November 16, 2022 at 10:00 am.	
14.0	<b>Adjournment</b>	<b>Motion 22-51</b> THAT the Leeds and the Thousand Islands Public Library Board adjourn at 11:54 am. Moved by B Lolley. <b>CARRIED.</b>	