



Leeds and the Thousand Islands Public Library Board
MINUTES OF THE REGULAR MEETING
 Held on January 11, 2023 at the TLTI Township Officers – Council Chambers.

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

1.0	Call to Order	The meeting was called to order by the Chair at 10:03 AM.	
2.0	Land Acknowledgement & Remarks from the Chair	Chair B. Lolley welcome board members to the meeting and provided some opening remarks. The Land Acknowledgement was shared.	
3.0	Approval of the Agenda	Motion 23-01 THAT the Leeds and the Thousand Islands Public Library Board approve the agenda as presented. Moved by C Griffin; seconded by P Mercier. APPROVED.	
4.0	Declaration of Conflict of Interest	None declared.	
5.0	Adoption of the Minutes	<p>5.1 November 16, 2022</p> <p>Motion 23-02 THAT the Leeds and the Thousand Islands Public Library Board approve the minutes of the previous meeting, November 16, 2022, as presented. Moved by P Mercier; seconded by C Griffin. APPROVED.</p> <p>5.2 December 12, 2022</p>	

		<p>Motion 23-03 THAT the Leeds and the Thousand Islands Public Library Board approve the minutes of the previous meeting, December 12, 2022, as presented. Moved by G Ohlke; seconded by M Jamison. APPROVED.</p>	
6.0	<p>Business Arising from the Minutes</p>	<p>6.1 Standing Item: Strategic Plan Progress Review</p> <p>D DeBenedet presented the updated workplan for 2023. All of the goals from the operation plan that were targeted for 2023 have been included.</p> <p>The full 2022-2025 Operation Plan has also been updated with all of the notes from the 2022 workplan.</p>	
7.0	<p>Consent Agenda</p>	<p>7.1 CEO Report</p> <ul style="list-style-type: none"> ○ See attached <p>7.2 Statistical Report</p> <ul style="list-style-type: none"> ○ See attached <p>7.3 Financial Report</p> <ul style="list-style-type: none"> ○ See attached <p>7.4 Health and Safety Report</p> <ul style="list-style-type: none"> ○ See attached <p>D DeBenedet discussed the reports in the consent agenda.</p> <p>Motion 23-04 THAT the Leeds and the Thousand Islands Public Library Board approve the consent agenda, including the following reports: CEO Report – January 2023 Statistical Report to December 31, 2022 Financial Statements to December 31, 2022 Health and Safety Report – January 2023 Moved by C Rogers; seconded by P Mercier. APPROVED.</p>	
8.0	<p>Decision Items</p>	<p>8.1 Policy Review</p> <p>D DeBenedet presented the following Human Resources Policies: HR-02 Commitment to Health and Safety</p>	

		<p>HR-03 Harassment, Sexual Harassment, and Discrimination HR-04 Prevention of Workplace Violence</p> <p>These three policies are required by legislation. They must be reviewed annually and posted within the workplace. These versions are adapted from policies provided by the Ontario Library Service.</p> <p>Motion 23-05 THAT the Leeds and the Thousand Islands Public Library Board approve the following Human Resources policies as presented: HR-02 – Commitment to Health and Safety HR-03 – Workplace Harassment, Sexual Harassment, and Discrimination HR-04 - Prevention of Workplace Violence Moved by M Jamison; seconded by C Griffin. APPROVED.</p> <p>8.2 CEO Recruitment Update</p> <p>D DeBenedet provided a general update on the CEO recruitment process. Several applications have been received to date, and the posting is open until January 15, 2023. D DeBenedet has shared the applications with the Township HR Manager.</p> <p>Once the new Library Board is appointed a recruitment committee can be struck, and the applications can be forwarded to them for evaluation/consideration.</p>	
9.0	In-Camera Session	<p>The Library Board moved to an in-camera session for discussions relating to labour relations or employee negotiations.</p> <p>Motion 23-06 THAT the Leeds and the Thousand Islands Public Library Board move to an in-camera session at 11:01 am. Moved by G Ohlke; seconded by C Rogers. APPROVED.</p>	

		<p>The board provided direction to the CEO regarding the recruitment of an Acting/Interim CEO, and provided direction regarding levels of compensation.</p> <p>Motion 23-07 THAT the Leeds and the Thousand Islands Public Library Board resume the open session. Moved by C Rogers; seconded by M Jamison. APPROVED.</p>	
10.0	Discussion Items	<p>10.1 Trillium Grant Application</p> <p>D DeBenedet submitted an email to the Trillium Foundation regarding the book returns that were discussed at the previous Board meeting. We are waiting for a reply and confirmation from the Trillium Foundation.</p> <p>10.2 Archives Update</p> <p>P Mercier provided an update on the activities of the Archives.</p> <p>Volunteers have completed 50 hours of work since the last board meeting. Recent activities at the Archives have included:</p> <ul style="list-style-type: none"> • Assessing and processing 15 reels of motion picture film and a film editing apparatus from the Quinn family via Brian Phillips • Continued scanning the art collection discussed at the last meeting, proceeding with proper archival storage and cataloguing • Contributed a letter of support to the Library for the New Horizons for Seniors grant • Catalogue is back online - Identified problems with cataloguing software and initiated resolving the problems • Assisted in the completion of 30 hours volunteer service by a local student • Received 2 visitors • Completed PowerPoint for a presentation to the Café Redeemer group in Rockport for January 12. 	

11.0	Information Items	D DeBenedet shared with board members about a trend seen in libraries recently called "First Amendment Audits" or "Charter Audits" where members of the public are filming in libraries.	
12.0	Other Business/Questions	None presented.	
13.0	Next Meeting	TBD The initial meeting of the new board will be called by the CEO, as per the Public Libraries Act.	
14.0	Adjournment	Motion 23-08 THAT the Leeds and the Thousand Islands Public Library Board adjourn at 11:48 am. Moved by M Jamison. CARRIED.	