**Leeds and the Thousand Islands Public Library Board**

**MINUTES OF THE REGULAR MEETING**

**Held on October 16th, 2023 5pm at the Lyndhurst Library Branch in the Community Room and via Zoom.**

|  |  |
| --- | --- |
| Present | Angela Kelman (Councillor)  Anna Basten  Carol Rogers  Cindy Code (Library CEO)  Cynthia Healey  Deborah Diemand  Pierre Mercier (Vice-chair) |
| Regrets | Brenda Lolley (Board chair)  Cathy Griffin  Corinna – Smith Gatcke (Mayor) |

|  |  |  |  |
| --- | --- | --- | --- |
| 1.0 | **Call to Order/Land Acknowledgement** | At the request of Pierre Mercier, Carol Rogers called the meeting to order at 5:05pm and welcomed board members to the meeting some opening remarks and read The Land Acknowledgement. |  |
| 2.0 | **Approval of the Agenda** | **Motion 23-55** That the Leeds and the Thousand Islands Public Library Board approve the agenda as presented. Moved by A. Basten; secondedby A. Kelman. **APPROVED.** |  |
| 3.0 | **Declaration of Conflict of Interest** | *None to declare* |  |
| 4.0 | **Adoption of the Minutes** | **Motion 23-56** THAT the Leeds and the Thousand Islands Public Library Board approve the minutes of the previous meeting, September 18, 2023 as presented. Moved by A. Kelman; seconded by D. Diemand. **APPROVED.** |  |
| 5.0 | **Business Arising from the Minutes** | **5.1** Discussion of obtaining quotes for the replacement scanner at Archives has been delayed; It was recommended to wait for this purchase until installation can be done in the Archives permanent building since the scanner is extremely sensitive.  **5.2** Library staff attended an informational meeting via Zoom and at the Municipal building. Staff job descriptions were updated and provided to the Human Resources Manager at the Township, which have been forwarded to an independent consultant regarding the compensation review. |  |
| 6.0 | **Consent Agenda** | **6.1** CEO Report  **6.2** Statistical Report  **6.3** Financial Report  **6.4** Health and Safety Report  C. Code presented the following reports discussing upcoming programming the library is putting in place for the fall/winter months. During Ontario Public Library Week (Oct 16-20) the library offered a Beading Workshop Program, book sale and offered library branches as drop off locations for R.O.L.L. Aid food items.  The Lansdowne Branch is partnering with the Lansdowne Agricultural Society in a Spooktacular event for Hallowe’en. As part of the Library’s Strategic Plan to embrace Community Outreach, the collaboration on future events is being welcomed (Tree lighting, parades, etc.).  New patron computers are on order and expected soon. Renewal of our most popular databases has been completed before 2024. Since LTIPL is part of a consortium, renewing early does permit a slight discount.  Statistical reports were submitted, revealing a consistent incline of visits. Financial reports were presented, which introduced a discussion on attending the annual Ontario Library Super Conference in 2024. It’sbeen4 years since Board members and Staff have attended this informational, team building conference which is extremely valuable to those in the library world.  **Motion 23-57** THAT the Leeds and the Thousand Islands Public Library Board approve the consent agenda, including the following reports:  CEO Report – October 2023  Statistical Report to September 30, 2023  Financial Report to September 30, 2023  Health and Safety Report – October 2023  Moved by A. Kelman; seconded by P. Mercier. **APPROVED** |  |
| 7.0 | **Discussion Items** | **7.1** Archives Report  P. Mercier presented the Archives Report, stating that glass plate negatives which were initially hope to be acquired will not happen until next year. The team of volunteers are working diligently on scanning donated materials. Floor plans of the new layout have been presented during meetings with contractors and volunteers, solidifying steps closer when Archives moves out of its temporary location into a permanent one. Volunteers consistently post on social media about the historical collections, which receive impressed comments by viewers. |  |
| 8.0 | **Other Business/Questions** | **8.1** Cynthia Healey mentioned SABRA will be holding their AGM on October 19th and inquired if the Library would attend as one of the discussions was about implementing a Volunteer App to link interested community organizations together which would have access to a larger pool of volunteers and resources.  **8.2** A. Kelman commented the presence of previous CEOs was customary at Council meetings and suggested that C. Code reach out to the Township Clerk for information on obtaining an invite/addition to be a delegate during the next Committee as a Whole meeting.  **8.3** There was brief discussion on whether to move the Library Board monthly meetings to another day of the week, since the new later start time on Mondays tends to run into competition of Historical Society meetings which P. Mercier also attends. Years previous, Library Board meetings would take place on Wednesdays. | C.Code attended the SABRA AGM along with A.Kelman  C. Code contacted the Township Clerk and has arranged to be a delegate during the November 6th meeting. B. Lolley will also attend as representative of the Library Board. |
| 9.0 | **Next Meeting** | November 20th, 5pm in the meeting/seniors’ room at the Lansdowne Community Building. |  |
| 10.0 | **Adjournment** | **Motion 23-58** THAT the Leeds and the Thousand Islands Public Library Board adjourn at 6:00 PM. Moved by A. Basten |  |
|  | | | |