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

**MINUTES OF THE REGULAR MEETING**

**Held on November 20th 2023 5pm at the Lansdowne Community Building (Meeting Room) and via Zoom**

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

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| 1.0 | **Call to Order/Land Acknowledgement** | B. Lolley called the meeting to order at 5pm and presented a thoughtful reading of the Land Acknowledgement Act.  “As we gather here today on the traditional territory of the Anishinaabe and Haudenosaunee peoples, I wish to acknowledge with respect the peoples who have lived on this land for thousands of years. They were stewards of the land, knowledge keepers and story tellers. We, in our turn, must care for this land and especially as a library, be the knowledge keepers and storytellers of today.” |  |
| 2.0 | **Approval of the Agenda** | **Motion 23-59** THAT the Leeds and the Thousand Islands Public Library Board approve the agenda as presented. Moved by C. Rogers; seconded by C. Griffin.  **APPROVED** |  |
| 3.0 | **Declaration of Conflict of Interest** | *None to declare* |  |
| 4.0 | **Adoption of the Minutes** | **4.1**  **Motion 23-60** THAT the Leeds and the Thousand Islands Public Library Board approve the minutes of the previous meeting, October 16, 2023 as presented. Moved by C. Rogers; seconded by D. Diemand.  **APPROVED** |  |
| 5.0 | **Business Arising from the Minutes** | **5.1**  Pertaining to representation at SBARA AGM (Seeley’s Bay and Area Resident’s Association Annual General Meeting) and attendance at the next meeting of a whole Council presentation, C.Code attended both in the month of November. At the AGM, it was easy to be inspired by the Seeley’s Bay and area’s commitment to community and the library is excited to become more involved in supporting this resourceful community partner. C. Code presented an informational staff report to Council which was an overall vision how the library will be moving forward; aligning goals with the township and ongoing support with other community partners as well. |  |
| 6.0 | **Consent Agenda** | **6.1** CEO Report  **6.2** Statistical Report  **6.3** Financial Report  **6.4** Health and Safety Report  C. Code present the consent agenda, discussing the library’s attendance in the Lyndhurst and Lansdowne parades (as well as bringing support to an after party following the Lansdowne parade). Program inititatives were also discussed which will be taking place on a weekly basis in all branches in the early evening hours. Funding from the Government of Canada’s New Horizons for Seniors grant has created an opportunity to implement creative (Fun Art Parties) and cultural (Beading workshop) which has the library excited to provide more experiences like the above in the future.  New Patron computers have arrived and are now installed in all branches. The new printer which was installed in Lansdowne now has a wireless board which allows documents to be printed off personal devices; this is a significant advancement to service which we can now offer.  There have also been improvements made regarding how Health and Safety is monitored by way of a program called “Citywide” which staff now can conduct monthly health and safety inspections electronically and report directly to facilities management in the Township.  **Motion 23-61**THAT the Leeds and the Thousand Islands Public Library Board approve the consent agenda, including the following reports:  CEO Report – November 20, 2023  Statistical Report to October 31, 2023  Financial Reports- to October 31, 2023  Health and Safety Report- November 20, 2023  Moved by A. Kelman; seconded by D. Diemand  **APPROVED** |  |
| 7.0 | **In-Camera Session** | The Library Board moved to an in-camera session.  **Motion 23-62** THAT the Leeds and the Thousand Islands Public Library Board move to an in-camera session at 5:30pm.  Moved by C. Griffin; seconded by C. Rogers  **APPROVED** |  |
| 8.0 | **Return to Open Session** | **Motion 23-63** THAT the Leeds and the Thousand Islands Public Library Board resume the open session at 6:01pm.  Moved by C. Griffin; seconded by C. Rogers  **APPROVED** |  |
| 9.0 | **Decision Items** | **9.1** HR-02 Health and Safety  **9.2** HR-03 Workplace Harassment, Sexual Harassment and Discrimination  **9.3** HR-04 Prevention of Workplace Violence  **9.4** OP-01 Circulation Policy ( amended to add appendix added to clarify loan times on items)  C. Code presented the above policies ( HR-02, 03 and 04 require annual review) to the Board and were passed during the meeting.  **Motion 23-64** THAT the Leeds and the Thousand Islands Public Library Board approve policies, HR-02 Health and Safety, HR-03 Workplace Harassment, Sexual Harassment and Discrimination and HR-04 Prevention of Workplace Violence and **OP-01** Circulation Policy  Moved by C. Griffin; seconded by C. Rogers  **APPROVED** |  |
| 10.0 | **Discussion items** | **10.1** Archives Report  **10.2** Board Meeting Day change?  **10.3** Ontario Library Association Super Conference 2024  P. Mercier reported on the ventures which the Archives is currently working on. There has been great detail in preparation of floor plans to move the Archives in Springfield House which is supported by interest in the community. Grant and municipal funding will be involved in bringing this project to light, which is moving along steadily.  The Library Board and Historical Society meetings tend to occur on the same Monday and back to back of each other. It was presented that perhaps we change the date of our meeting but eventually decided that to keep the date and time remaining as it currently is.  Ontario Library Association Super Conference. It has been years since Library and Board members have attended this informational conference. C.Code will be attending the conference and A.Kelman will be attending a Library Board “Boot Camp”. The conference takes place January 23-26 in Toronto, Ontario. |  |
| 11.0 | **Other Business/Questions** | **11.1** Memo of Understanding (M.O.U.) with Municipality  **11.2** Holiday Hours  During the budget revision with the Township Treasurer and Deputy Treasurer, C. Code brought up the topic of the current M.O.U. had expired. It was decided to submit the M.O.U. to the Township C.A.O. with respects to have the document renewed.  Holiday Hours: The following hours were agreed upon by the Library Board:  December 22: All branches opened 9am-12pm  December 23-26th: All branches will be closed (adopting the Township closures)  December 27th: Lansdowne and Lyndhurst: 10am-5pm  December 28th: Lansdowne and Seeley’s Bay: 10am-5pm  December 29th: All branches opened 9am-12pm  December 30-Jan 1: All branches will be closed (adopting the Township closures)  January 2nd: Return to regular operating hours. | The Municipality fully supports to renew the M.O.U. with the Library Board, which will be reviewed upon completion in the New Year. |
| 12.0 | **Next Meeting Date** | **12.1**  (it was decided not to have a December meeting)  January 15, 2024 5pm, via Zoom |  |
| 13.0 | **Adjournment** | **Motion 23-65** THAT the Leeds and the Thousand Islands Public Library Board adjourn at 6:33pm. Moved by C. Healey  **CARRIED** |  |