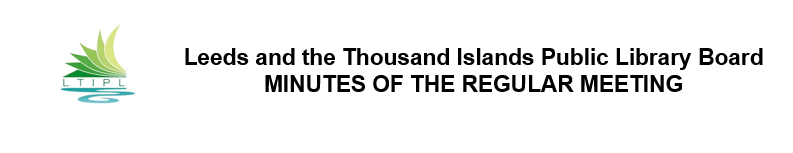
****

**Held on May 15, 2023 at the Seeley’s Bay Branch and via Zoom 4pm**

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

|  |  |  |  |
| --- | --- | --- | --- |
| 1.0 | **Call to Order** | The meeting was called to order by Board Chair, B. Lolley at 4:03 pm |  |
| 2.0 | **Land Acknowledgement & Remarks from the Chair** | B. Lolley welcomed the board members as the Land Acknowledgement declaration was shared. |  |
| 3.0 | **Approval of the Agenda** | **Motion 23-30** THAT the Leeds and the Thousand Islands Public Library Board approve the agenda as presented. Moved by C. Healey, seconded by D. Diemand. **APPROVED** |  |
| 4.0 | **Declaration of Conflict of Interest** | *None to declare* |  |
| 5.0 | **Adoption of the Minutes** | **5.1 April 17, 2023**  **Motion 23-31** THAT the Leeds and the Thousand Islands Public Library Board approved the minutes of the previous meeting, April 17th, 2023 as presented. Moved by P. Mercier, seconded by C. Griffin. **APPROVED** |  |
| 6.0 | **Business Arising from the Minutes** | *None to declare* |  |
| 7.0 | **Consent Agenda** | 7.1 CEO Report   * See attached   7.2 Statistical Report   * See attached   7.3 Financial Report   * See attached   7.4 Health and Safety Report   * See attached   Summer Programs were briefly discussed and mentioned that there will be a full page of information printed in the new quarterly Township newsletter for the July-September edition. The Library is also excited to welcome volunteers back and students in particular are already reaching out to acquire their required hours before graduation.  **Motion 23-32** THAT the Leeds and the Thousand Islands Public Library Board approve the consent agenda including the following reports:  CEO Report- May 2023  Statistical Report to April 30, 2023  Financial Statement to April 30, 2023  Health and Safety Report- May 2023  Moved by C. Griffin, seconded by C. Healey  **APPROVED** |  |
| 8.0 | **Decision Items** | 8.1 FN-01 Financial Management Policy Review  **Motion 23-33**  THAT the Leeds and the Thousand Islands Public Library Board approve the policy  FN-01 Financial Management Policy as amended after presented.  Moved by B. Lolley, seconded by  **APPROVED**  8.2 OP-06 Accessibility Policy and Plan Review  **Motion 23-34**  THAT the Leeds and the Thousand Islands Public Library Board approve the policy OP-06 Accessibility and Plan Review Policy, as presented.  Moved by C.Rogers, seconded by D. Diemond.  **APPROVED**  8.3 2022 Year-End/Audit, Surplus of Operational funds returned  **Motion 23-35**  THAT the Leeds and the Thousand Islands Public Library Board in accordance with Financial Management Policy (FN-01 Section 7.1) return unexpected surplus of funds from the municipal portion of the 2022 operational budget to the Township.  Moved by P. Mercier, seconded by A. Basten.  **Carried** by B. Lolley. |  |
| 9.0 | **Discussion Items** | 9.1 Archives Report   * See attached   P. Mercier discussed how the library printed off documents for The Archives and mentioned that this service could be further expanded upon which would reflect the Townships own strategic plan in ways of increasing economic development. The Library could essentially create a Small Business Support Program which showcases the resources available from simple print jobs and document faxing which is done currently but not widely known.  Leeds County Heritage Day is May 27th which is an informal network of local heritage organizations. A great collaboration of communities working together.  9.2 Poll regarding availability for meeting times  The current time of 4pm every third Monday was in favour. It was mentioned that 10 meetings per calendar year was standard in years previous but the new minimal requirement is 7. |  |
| 10.0 | **Information Items** | 10.1 Staffing announcements  C. Code reported two employees who were recently promoted within the library; M. Blood is the new Branch Coordinator in Lansdowne and B. Maclean has moved from a casual position to permanent part time status.  Recruitment for more casual staff is underway and completed before the end of May. |  |
| 12.0 | **Other Business/Questions** | 12.1 Technology in the Library  There was brief discussion about getting a printer with blue tooth capability so patrons could print directly from their devices. The Library is currently compiling quotes and information to present to the Board. Having this kind of technology in the Library will prove valuable, especially if we are looking at marketing services mot only at a personal point of view but also to local businesses. |  |
| 13.0 | **Next Meeting** | June 19th, Lyndhurst Library Meeting Room, 4pm. |  |
| 14.0 | **Adjournment** | **Motion 23-36** THAT the Leeds and the Thousand Islands Public Library Board adjourn at 5:52pm.  Moved by C. Griffin, seconded by C. Rogers |  |