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

**MINUTES OF THE REGULAR MEETING**

**Held on February 20, 2024 5pm via Zoom**

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

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| 1.0 | **Call to Order/Land Acknowledgement** | B. Lolley called the meeting to order at 5:03 pm 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 24-05** THAT the Leeds and the Thousand Islands Public Library Board approve the agenda as presented. Moved by P. Mercier; seconded by C. Rogers  **APPROVED** |  |
| 3.0 | **Declaration of Conflict of Interest** | *None to declare* |  |
| 4.0 | **Adoption of the Minutes** | **Motion 24-06** THAT the Leeds and the Thousand Islands Public Library Board approve the minutes of the previous meeting, November 20, 2023 as presented. Moved by C. Rogers; seconded by A. Kelman  **APPROVED** |  |
| 5.0 | **Business Arising from the Minutes** | *None to declare* |  |
| 6.0 | **Consent Agenda** | 6.1 CEO Report  6.2 Statistical Report  6.3 Health and Safety Report  (A Financial report was not provided by the Township due to year end roll over)  C. Code presented the above reports which focused on increase of craft programs being offered in all branches on a weekly basis. A crochet/knitting club which originated in the Lansdowne branch which is now offered weekly is also being offered in the Seeley’s Bay branch (due to customer inquiry). Spice Club is growing quickly and very popular as the social aspects both these programs provide is very much supported by the community.  March Break programming was also discussed and promises to be an impactful week of creativity in all library branches.  **Motion 24-07** THAT the Leeds and the Thousand Islands Public Library Board approve the consent agenda, including the following reports:  CEO Report – February 2024  Statistical Report to January 31, 2024  Health and Safety Report- February 2024  Moved by C. Healey; seconded by C. Rogers  **APPROVED** |  |
| 7.0 | **Discussion Items** | **7.1** Archives Report  P. Mercier updated members on the steady pace of developments regarding the renovations of the Town Hall which allows to Archives return to as its permanent location. There is a great appreciation to all involved in this massive and worthwhile project of restoring the structure to maintain the preservation of not only the community’s history but providing a resource to surrounding areas as well. We are fortunate to have a dedicated group of volunteers and also employees in the Township who are invested in securing our history for current and future generations.  **7.2** Revitalization of Seeley’s Bay Fire Hall  C.Healey is part of an information gathering group to propose ideas on what might become of the Seeley’s Bay Fire Hall once it is decommissioned. The Library is honoured to know that residents have suggested the possibility that the Seeley’s Bay branch might move into the vacated space. This would welcome a great opportunity for an accessible programming space which is non-existent in the current location. An idea of a Community or G.L.A.M (Galleries, Libraries, Archives and Museums) Hub has been discussed which would ideally tie into the many other needs/wants of the Seeley’s Bay community which would have to be addressed. The group is in an infancy stage as any decision wouldn’t be made until well in the future and after several proposals, studies, etc., have been compiled. |  |
| 8.0 | **Information Items** | **8.1** Hiring Process of Technical Support Coordinator and Library Services Coordinator  The library received a great amount of interest in the two postings listed above. For the Library Services Coordinator, we promoted within, and it’s always nice when this happens as it is seen as a confirmation that staff continued to be invested in their role in the library and community.(We are now seeking candidates to fill the role of Permanent Library Assistant). For the Technical Support Coordinator, again, there was interest generated from within the Leeds and Grenville area. A candidate was chosen and will start March 19th.  **8.2** Report back from Ontario Library Association “Board Bootcamp”  In late January, C. Code attended the Ontario Library Association Super Conference. It was a great opportunity to hear speakers in several informational sessions, connect with other like-minded individuals and also receive the confirmation that although libraries come in all shapes and sizes, we have the same needs and also problems which makes us fantastic support systems.  A.Kelman also attended the “Board Bootcamp” portion of the conference and provided some great feedback in regards to resources, ideas and again a confirmation of the evident commonality which exists in the library world. One thing we could both thankfully say is that how grateful we are for the collaborative and supportive relationship we have with our municipality. |  |
| 9.0 | **Other Business/Questions** | **9.1** Friends of the Library  We discussed briefly about the concept of a Friends of the Library group. It would be a huge undertaking as this group would be under their own board, however, we fully support community members who would like to create a registered Friends of the Library. We are starting to acquire community members as volunteers however which consists of equally supportive individuals of the library but not a structured organization like a Friends group.  **9.2** CEO Annual Evaluation  Board members have been successful in creating an anonymous survey to gather feedback for the CEOs yearly evaluation which is due in April.  **9.3** Policy updates  Clarification was asked if policy updates would mirror the Ontario Library Services which updates their policies every 4 years. It was decided that we would remain with our 3-year updates. |  |
| 10.0 | **Next Meeting** | March 15, 2024, 5pm Lansdowne Library Branch and ZOOM |  |
| 11.0 | **Adjournment** | **Motion 24-08** THAT the Leeds and the Thousand Islands Public Library Board adjourn at 6:20pm. Moved by C. Rogers  **CARRIED** |  |
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