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**Held on April 17, 2023 in the Lyndhurst Community Room and via ZOOM**

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| Present | Pierre Mercier (Vice Chair)Anna BastenCarol RogersCathy GriffinCindy Code (CEO)Cynthia HealeyDeborah Diemand |
| Regrets | Brenda Lolley (Board Chair)Corinna Smith-Gatcke (Mayor) |

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| 1.0 | **Call to Order**  |  The meeting was called to order by Vice Chair, P Mercier at 4:01 pm. |  |
| 2.0 | **Land Acknowledgement & Remarks from the Chair** | Vice Chair, P. Mercier welcomed the board members and introduced the new CEO, Cindy Code during opening remarks. The Land Acknowledgement was shared. |  |
| 3.0 | **Approval of the Agenda** | **Motion 23-26** THAT the Leeds and the Thousand Islands Public Library Board approve the agenda as presented. Moved by C. Griffin; seconded by C. Rogers. **APPROVED** |  |
| 4.0 | **Declaration of Conflict of Interest** | *None to declare.* |  |
| 5.0 | **Adoption of the Minutes** | **5.1 March 20, 2023****Motion 23-27** THAT the Leeds and the Thousand Islands Public Library Board approve the minutes of the previous meeting, March 20th, 2033, as presented. Moved by A. Basten; seconded by C. Rogers. **APPROVED.** |   |
| 6.0 | **Business Arising from the Minutes** | **6.1 Strategic Plan Progress Review**During the transition period of Interim CEO to recently hired CEO, projected dates on specific goals of the plan have been postponed. Moving ahead. The position of Branch Coordinator in Lansdowne (C. Code’s former title) needs to be filled; internal candidates have been interviewed. A review and update of job descriptions and positions will be updated, new goal for completion: end of May, 2023 |  |
| 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

Motion 23-28 **THAT** the Leeds and the Thousand Islands Public Library Board approve the consent agenda, including the following reports:CEO Report- April 2023Statistical Report to March 31, 2023Financial Statement to March 31, 2023Health and Safety Report- April 2023Archives Report- April 2023Moved by A. Basten; seconded by C. Rogers. **APPROVED** |  |
| 8.0 | **Decision Items** | **8.1 Surplus of funds**C. Code announced that an email was received from K. Tindal (Director of Corporate Services with Township of Leeds and the Thousand Islands) stating that there was a surplus of funds from the library 2022 budget. To maintain good standing with the Township, the funds will be returned once all Library Board members are present and a motion is carried. 2023 is a time when businesses/organizations as a whole are recovering from COVID restrictions and it is our hope going forward that the 2023 budget will align with the library’s actual expenditures |   |
| 9.0 | **In-Camera Session** | *Not declared* |  |
| 10.0 | **Discussion Items** | **10.1 Trillium Grant Update**C. Code provided a list of items which are considering to be purchased with the Trillium Grant funds. A floor plan was included of the Lansdowne Library space which illustrated these items as well, coinciding with the library’s strategic plan of creating an inviting space for our patrons and functionality of creative space for programs. **10.2 New Horizons for Seniors Program- Grant Update**C. Code announced that the new microfilm machine has been received for the Archives building. This will be a great improvement for the community and maintaining/accessing the area’s historical documents. Large Print material and technological support is also part of this grant. **10.3 Internal and External job postings**C. Code advised that there has been an internal interest in her previous position and interviews have been scheduled. An external posting of more casual/on call library clerks is underway, seeking out branch specific candidates. It has been felt that by requiring a candidate to work in all three branches might limit potential candidates who do not drive; by opening up the option of applying to a specific branch, it is our hope that evening hours in our branches might be more easily filled from casual employees. **10.4 Operation of hours**Policy….. states that it is mandatory that two employees be present in all branches after 6pm. Due to unavailability of staff, we have had to unfortunately close the Seeley’s Bay branch an hour early on the days we are opened until 7pm. It was discussed whether we consider opening an hour earlier, yet closing at 6pm; however, we believe that once stability in staff is established with new hires, having to close at 6pm will be a non-issue.**10.5 Archives Report**P. Mercier reports that the Archives Facebook page is doing very well, publishing posts every Thursday. The posts have been shared by individuals, the library and other community organizations.Out of area visitors are valuing the Archives as a great resource as well. Currently, there are five open inquiries dealing with subjects such as genealogy, island cottage history, rural property history, etc.A delivery of archival storage materials was recently received which comprised mainly of specialized boxes and motion picture film in storage containers. The new microfilm reader has been received which was purchased by the Library through the Canada New Horizons Grant.An open house is planned on Heritage Day (May 26th) which will be part of a county-wide tour.Volunteers provided approximately 105 hours of service in March. |  |
| 11.0 | **Information Items** | *None presented.* |  |
| 12.0 | **Other Business/Questions** | *None presented.* |  |
| 13.0 | **Next Meeting** | Monday, May 15, 2023- 4pmSeeley’s Bay Library |  |
| 14.0 | **Adjournment** | **Motion 23-29** THAT the Leeds and the Thousand Islands Public Library Board adjourn at 5:20pm. Moved by P. Mercier. **CARRIED** |  |