



# Lake of Bays Township Public Library Board

## Board Development Committee

**Minutes – Thursday, September 10, 2026  
Via Zoom**

### **PRESENT**

Jennifer Pearson, Pamela Calverley and Emma Platts-Boyle

### **CALL TO ORDER**

- 2:00 pm

### **APPROVAL OF AGENDA**

- Review Terms of Reference for the Board Development Committee
- Prepare for September Board meeting session
- Draft the committee's workplan

### **REVIEW OF COMMITTEE TERMS OF REFERENCE**

- Revised the Terms of Reference within the Committees of the Board GOV-07 policy.
- Correct the numbering.
- Discussion on whether the half day or full day training sessions would only be facilitated by an expert. The decision was to remove the word expert.
- Discussed if the frequency of the self assessment should be defined. The decision was to add that it is to be performed annually at the end of each calendar year.
- Add context to the training topic survey to elaborate on the purpose and frequency of the survey. The decision was also to link it to the self assessment as an opportunity for improvement training as well.
- Elaborate on the OLS Board membership to include that there is to be one consistent committee member for the term and there is a duty to report back to the Board.
- Discussed if the basic details on the purpose of a legacy document should be added or if a new legacy document policy should be created. It was decided that it will be taken to the Board meeting as a gap and recommend that the Policy Committee create a new legacy document policy.

### **NEXT BOARD DEVELOPMENT SESSION**

- a) Evaluation Survey
  - The committee reviewed the feedback received.
  - The majority agreed that the time allotted to the session was sufficient.
  - There was good conversation.
  - It was a safe space for questions and comments.
  - Board members are moving in the same direction.
  - There was concern that there was a preliminary discussion about next steps but no action items.
- b) September Board meeting
  - Jennifer requested 30 minutes on the agenda.
  - "Stakeholder" term – to determine if there is a universal word or preferred words that can be used.
  - Community Engagement – to explore if a new committee is feasible, and if so, what it would look like.

- Summary of August 18 meeting document – our committee reviewed the summary that Jennifer had created of the notes that had been taken. It was decided that the OLS decision making matrix would be added. This will be sent to the Board members with the September meeting package.
- Preparation – the committee reviewed the follow up questions that Jennifer created to be sent to the Board with the September meeting package. It will include “stakeholder” alternative word choices and community engagement committee ideas. It was agreed that next steps would be added to the questionnaire.
- Jennifer will lead the opening and closing discussion. Pamela will lead the “stakeholder” terminology and Emma will lead the community engagement discussion. Jennifer will also take the minutes.

#### **COMPLETION OF WORKING PLAN**

- Deferred to the next meeting.

#### **DEVELOPMENT OF MEETING SCHEDULE**

- TBD

#### **OTHER BUSINESS**

- None

#### **ADJORNMENT**

- 3:50 pm