



Lake of Bays Township Public Library Board

Connecting community and sparking ideas, lifelong learning and empowerment for all.

Minutes

Tuesday April 21, 2026

Present: Cathy Vanclieaf, Cathy Fairbairn, Rod McLean, Lori Riznek, Krista Wunsch, Jennifer Pearson, Pamela Calverley

Absent: Councillor George Anderson, John Nemeth

Call to Order: 6:31pm

CONFLICT OF INTEREST DECLARATION: None

APPROVAL OF AGENDA: Moved by Rod McLean, seconded by Jennifer Pearson

Minutes - page 2 updated work plan with Rod's name change Approved by Jennifer Pearson
Seconded by Rod McLean

Financial Report

- changes to the layout

Motion to approved by Rod McLean seconded by Lori Riznek

CEO Report

- set up with new pillars
- fundraising and sourcing items taking the most time

Motion to accept Cathy Vanclieaf seconded by Jennifer Pearson

Policy Review

OP-HR01, HR-01, OP-08 and GOV-02

Motion to accept Rod McLean and seconded by Jennifer Pearson

Fundraising Report

- Experiences - Brainstorm some ideas of what could be the experiences
- Prices range from \$3,000 - \$5,500 - target to be \$75,000
- Minimum bids will be placed
- Member in the community willing to volunteer time to support marketing and ideas around this concept
- Need to invest some money to support this project
- Needs are accommodations and meal vouchers
- Goal to have these online by the end of May and have a staggered roll out
- Business Committee Meeting to share with local businesses for support
- To help summer traffic for donations
- It's our moment - how can our members help engage in the community for this being "our library"
- Project management may be needed to help support these experiences for the project to be successful
- Have us as members to be able to spread QR codes around the community
- Think of the components that may be needed to help with expand "The Experiences"
- We can do it!

Motion to accept by Cathy Vanclieaf and seconded by Rod McLean

Discussion/Decision Items

- **Board Succession Plan - Draft**
 - Great to have this version for onboarding new board members
 - New wording to be added to draft for helping language of future board members qualification
 - Motion to accept Lori Rizneck and all in favour - passed
- **Board Recruitment**
 - Jennifer, Lori, Cathy V. and Pamela were part of the committee
 - John Linton and Emma Platts-Boyle recommendations to Council in May
- **South Shores Times Article Review**
 - 3rd paragraph: "Unified system..." do not need the *two*
 - Provide information about volunteering opportunities available and setting date for the fall for recruitment
 - Second last paragraph "as instructed..." change to complete application form
- **Board Evaluation Report**

- How do we help filter the information from the results when we have opposites and no comments
- Onboarding is interactive - share goals with new members and how to communicate the culture
- Quick reference guide of process and responsibilities like the 10 important things needed to know about being on the Board
- Mentorship process and opportunities
- How Board operated - financial responsibilities
- OLS webinars
- Documents and policies are listed in Onboarding policy for board members
- Board orientation policy
- Staff introduction for new Board Members
- Meeting productivity - time allotment on agenda helpful to help the Chair keep the board discussion going
- Business arising - to help communication and being informed
- Adding business arising section at the end of the current minutes to have reflection and paper reminder
- Meeting Minutes will be sent the day after our meetings to all members for access as a PDF for review of action items
- The role of the Finance Committee - they meet before the Board Meeting and share insights about the findings
- Finance Committee members are needed as current members have left the Board or are phasing out of their term
- Orientation package, formatting of minutes will assist

New Business

- Meeting Schedule
 - For future reference if we cancel a meeting in the future we will stick with locations that have been decided already

Business Arising

- "The Experiences" list of ideas will be sent and shared with members for ideas - Lori Riznek will share
- Onboarding Package for new members - Cathy V. will begin compiling
- Meeting Minutes share following day - Krista will send to Cathy F. to share as a PDF to the rest of the members
- Minutes, Policies and CEO Report will be part of a consent agenda

Moved to adjournment 8:39pm by Rod McLean.

Adjournment Next Meeting: May 19, 2026 in Baysville/Zoom

Catherine Vanclief

May 28, 2026