



Lake of Bays Township Public Library Board

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

Minutes

Tuesday August 18, 2026

Present: Councillor George Anderson, Cathy Vancleave, Cathy Fairbairn, Rod McLean, Krista Wunsch, John Nemeth, Jennifer Pearson, Pamela Calverley, Jon Linton and Emma Platts-Boyle

Absent: No one

Call to Order: 6:31pm

CONFLICT OF INTEREST DECLARATION: None

APPROVAL OF AGENDA: Jennifer Pearson and seconded by Emma Platts-Boyle

Adding to New Business

Consent Agenda

Minutes from June - John Linton's name is spelled incorrectly. - Minutes have been updated.

Motion to approve by John Linton and seconded by Pam Calverley

Financial Report

- None at this time

Board Committee Reports

- Moving forward Committee's be purposeful and thoughtful thinking about transition of Board

- Revise work plan to help with upcoming transitions for the Board Members
- Each Committee can focus on a template for a workplan
- Cathy V. will share a range of templates that can be used for a workplan

Motion to accept Committee Report by Rod McLean and seconded by Emma Platts-Boyle

Discussion/Decision Items

- **Stakeholders ID and action planning - Board Development Committee**
 - “Stakeholder” Identification and Engagement
 - Board Evaluation survey summary this as an area of need base on Board Evaluation Survey in 2026
 - 2021 Board Evaluation Survey also identified an area of need
 - Gathering the “Who”
 - Term of Stakeholder
 - Put “stakeholder” in quotations and as a Board what is the role
 - How do we engage in our understanding our “key stakeholders”
 - Community Engagement Committee ideas - what that could look like and who would be involved
 - Role of the CEO in the Community Engagement Committee
- **Vice-Chair position**
 - Review the description and expectations for this term
 - Pam Calverley motion to nominate and motion to accept all approved
- **CEO Job Description Update**
 - Develop a Committee to review job descriptions and share with the Board
 - Capture roles and responsibilities of Cathy F.
 - Send an email to Cathy V. about participation - John Linton, John Nemeth and Cathy V. and Pamela Calverley
 - Timeframe for next Board meeting for further improvement or approval
- **Legacy Document**
 - Page 4 continues - change
 - Motion to accept John Linton seconded by Councillor George Anderon carried

New Business

Board Recruitment

- New Members will be January/February
- October begin advertising for new Board Members
- Committee will be initiated

CAO Meeting

- Meet once a month ongoing
- MOU ask for a deferral for a year
- Work on it at the beginning of each term with Council and Board

Business Arising

- Cathy V. will share templates of work flow plans to each working Committee
- All Board Members reflecting on the term “stakeholder” and Community Engagement Committee
- Legacy Document Finalized by Cath V. and sent to Cathy F. for Orientation Package and put on the website
- Send an email to Cathy V. if interested in joining in for adhoc committee
- Cathy F. will put in MOU as cycle to be referred to
- Cathy F. will share MOU with new Board Members

Moved to adjournment 8:13pm by Rod McLean.

Adjournment Next Meeting: September 15, 2026 Dwight/Zoom 6:30pm