



Lake of Bays Township Public Library Board

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

Minutes

Tuesday September 15, 2026

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

Absent: Cathy Vancleave

Call to Order: 6:32pm

CONFLICT OF INTEREST DECLARATION: None

APPROVAL OF AGENDA: Emma Platts-Boyle and seconded by Councillor George Anderson

Consent Agenda

Approved by Jennifer Pearson and seconded by Rod McLean

Financial Report

- None at this time
- Cathy F. was in meeting with CAO

Board Committee Reports

- Summary from Development Committee
- Summary from the Policy Committee
- Summary from the Finance Committee

Motion to accept Committee Reports by Jennifer Pearson and seconded by John Nemeth

Discussion/Decision Items

- **Stakeholders Discussion**

- Will prepare a Board survey for new Board to support Board Development Committee
- Alternative for term *Stakeholder*
- Friends referred for Friends of the Library
- Partners, Patrons, Community Members - most rated Users, participants and interest groups are next.
- These terms guide policy committee
- We do not use the term *Stakeholder* - cliché, offensive to individuals and supportive of our values
- Cathy F. share this learning and language with library staff
- We are all in agreement of exploring a concept Advisory Committee
- Discussion for a function of the Committee
- Generalized increase membership, generalized increase in programming which leads to specifics of membership drive over 5,000 increase membership utilization
- Next steps: proposed terms of reference and purpose to review; Cathy F. will look into OLS for a terms of reference that may exist already

- **Procedure for Committee Meetings**

- OLS does not have definition for agenda's, reports
- PLA have to have minutes have to be recorded and they must be public
- Committee Chair sends the minutes to Chair of the Board Cathy V. and CEO
- Cathy F. puts them in the consent agenda and onto the website after Board approval
- Cathy F. then posts them publicly
- Reports are redundant
- Cathy V. created Minutes template
- Add next steps/action items to template
- Formality of the Committee Agenda's - have an agenda for a focus and honour timeframes
- Will be separate from Consent Agenda

New Business Arising

- **Grant Application**

- LEAF Common'Well Funds closes October 30, 2026
- Apply
- Connected with Lake of Bays CAO and they are not attempting to fund
- Memory Lab funding for the equipment for both branches

- **Land Acknowledgement**

- Changes to personalize by the speaker
- Option to personalize and script is available
- Add a piece of reflection that supports the personalization of it

- **Legacy Document as Policy**

- Procedure of how the legacy document is created
- Cathy F. will create a procedure that will be shared with the Board

- **Dwight Expansion Fundraising Status**
 - No final money tally
 - Fundraising Committee potential date
- **Statistics**
 - Membership numbers
 - Members proportion of local, seasonal, other areas
- **CEO Job Description**
 - Clarification on
 - Chief CEO/Chief Librarian
 - Approve job description John Litton Seconded by Rod McLean

Next Steps

- Cathy F. will share stakeholder change information with Library Staff
- Cathy F. will reach out to try and find terms of reference Jon Linton will support
- Cathy F. and John Litton will create a proposed terms of reference
- Cathy F. will separate Committee Meeting Minutes from the Consent Agenda
- Cathy F. will apply for the LEAF Grant
- Cathy F. will create a procedure document for a Legacy Document
- Cathy F. will send out a potential date for Fundraising Committee
- Cathy V. will edit Chief CEO/Chief Librarian

Moved to adjournment 8:18pm by Rod McLean.

Adjournment Next Meeting: October 20, 2026 Baysville/Zoom 6:30pm