



Lake of Bays Township Public Library Board

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

Minutes

Tuesday September 16, 2025

Present:, Cathy Vancleave, Cathy Fairbairn, Rod McLean, Pamela Calverley, Lori Riznek, John Nemeth, Krista Wunsch, Jennifer Pearson

Absent: Councillor George Anderson, Edith Warr

Call to Order: 6:34 pm

CONFLICT OF INTEREST DECLARATION: None

APPROVAL OF AGENDA: Motion to approve Lori Riznek seconded by Rod McLean

Consent Agenda

Motion to approve John Nemeth seconded by Jennifer Pearson

Statistics taken out for discussion

Motion to approve CEO Report by Pamela Calverley seconded by Lori Riznek

Discussion/Decision Items

- **2026 Operating and Capital Budgets**
 - Background of additional full-time person is to assist CEO role to not have to do customer service at the Dwight Branch
 - Want to help CEO to move away from day to day business to support her and allow time for admin and future planning work
 - Accessed HR for advice
 - We do not need to modify the CEO role and we do not want to replace our current CEO

- Want to have CEO to be able to focus on the strategic projects and take her off the floor
- Branch Manager would be at Dwight
- 10 Year Capital Plan needs to be coordinated with Business Plan
- Finance Committee did not have access to the Budget before the meeting this evening
- Finance Committee looking at 2027 wants to have access to budget information beforehand and have access to specifics
- Potential every other meeting has pieces of the budget to bring the information to the Board for discussion
- No forecasted column available on the budget
- Summarize the problems so that the Board has a clear understanding of what is needed to solve
- Approve the 2026 Operating Budget with request for additional staff

Motion to Approve Jennifer Pearson and seconded by Rod McLean

- Township Capitol 10 year plan
- Cathy contributed technology, shelving update in Baysville branch and regular computer replacement
- If this is their Capitol Budget should we be approving it?
- **Potential Naming of the Library Space**
 - Potential for a large donor to name the interior of the space of the family member \$500,000
 - Can not proceed if the Board is not in support
 - Donor Board will be visible
 - Other areas within the library will have a naming plaques on sponsored rooms
 - This one would be a larger plaque
 - Contract is needed between parties with duration of the naming right identified

Motion to Support and Pursue this donor for naming donor - carried all in favour

Motion to Support Non-Perishable Food Cupboard staffed during library hours within the library - 5 out of 7 carried

- **Food Pantry**
 - Popular and easy to grab when needed
 - Health Unit Simcoe contacted to understand and regulations required with a cupboard with non-perishable food
 - Mouse proof cupboard
 - Cupboard would be filled by volunteers
 - The Foundation of the Charity affiliated with the donors would supply the budget for perishable items and keep it full
 - Table Soup Kitchen was also contacted and indicated they are willing to support in any way possible
 - Main purchaser for the Table is local and available to support us as well
 - Foundation is strong within the province and will support us
 - Staff can not be working alone
 - Location of the cupboard accessible within the library space and provide privacy

- **Statistics**

- August programming 16% decrease with attendees but more programs offered
- Circulation stats went up, best guess is based on weather and people registering but not showing up
- Potential to use a software to support reminders for people and what they registered for

Motion to Approve CEO Statistics Report by Rod McLean and seconded by John Nemeth

- **Strategic Plan Revision**

- 3 Pillars: Dwight Expansion, Community Engagement, Decolonization
- Order does not matter they are all important
- Technology, can be incorporated into each
- Discuss and continue at our next meeting
- Need longer time for Strategic Planning
- Decolonization resources shared to Cathy V and she can share to the rest of the Board

New Business

- **Dwight Market**

- Discuss about market next meeting

- **Port Cunningham Dinner and Dance Sat. Sept. 27**

- Tickets are \$100 with HST \$25.00 goes to the Library
- Silent auction will be provided at this event as well

Moved to adjournment 8:13pm by Rod McLean.

Adjournment Next Meeting: October 21, 2025 in Dwight