



Lake of Bays Township Public Library Board

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

Minutes

Tuesday February 18, 2025

Present:, Jennifer Pearson, Cathy Vancleave, Cathy Fairbairn, Ron McLean, Pamela Calverley, Edith Warr, Krista Wunsch, Councillor George Anderson, Janet Leader

Present via zoom: John Nemeth

Absent: Lori Riznek

Call to Order: 6:28pm

CONFLICT OF INTEREST DECLARATION: None

APPROVAL OF AGENDA: Motion to approve Rod McLean seconded by Jennifer Pearson

MINUTES OF LAST MEETINGS: Minutes of December 17, 2024 meeting

- Error potential Indigenous Project - spelling Cathy Fairbairn
- Minutes to ensure full names in all

Motion to approve Edith Warr, seconded by Councillor George Anderson Carried.

TREASURER'S REPORT: Preliminary final 2024 and 2025 Budget and Capital included

- Different amount for Library Donations listed
- Cathy Fairbairn will follow up about the differences listed

Accepted by Rod McLean and Seconded by Edith Warr

CEO December 2024 and January 2025 Report

Goal: Dwight Branch Expansion

- Project has been delayed slightly as the contractor works with the Township's planning department to come up with the best solution for additional parking.
- Library staff are planning the move over to the Dwight Community Centre and also the interior of the new space.
- Volunteers have started to move non-essential items into the Dwight Community Centre.

Goal: Community Diversity & Inclusion

- The Dwight Branch received the "Excellence in Action" award from Karis Disability Services. This award recognizes the work of the library staff and the Township's Accessibility working group towards true accessibility for every person.

Goal: Technology & Communications

- Had to replace one of the wifi extenders in the Baysville Branch.

Goal: Board Development

- Self-evaluations have been compiled and will be discussed later in this meeting.

Goal: Accountability

- Our website is now updated with documents such as the mission, vision & values project, the Board's legacy document and the results of our community survey 2024.
- Next step will be to add the Accreditation Report to the website.
- We're working on being able to upload the whole information packet for board meetings to the website for the public to view.

News

- Cathy Fairbairn attended fundraising and Ontario Public Library Guidelines Council meetings
- The Mayor presented our re-accreditation certificate and Excellence in Action award in the February council meeting.

Baysville Friends

- Working on their annual blanket which will be raffled and the details for their dinner and silent auction in May.

Dwight Friends

CEO Report of October 2024 and November 2024 accepted by Jennifer Pearson and seconded by Councillor George Anderson.

Fundraising/Communications Committee Update- Edith Warr

- Met Feb. 10th most recently

Decision/Discussion Items

- Registered Charity Status
 - Cathy Fairbairn attended a session on Charity Status and will move this to be a discussion next Board Meeting
- Purchasing for expansion project-collaborative buying groups with existing RFPs
 - Curious about values alignment and terms and services
 - Curious about services provided locally
 - Curious about balancing the time required by Cathy Fairbairn to purchase items

Motion to proceed Edith Warr seconded by Jennifer Pearson Carried.

- Federation of Ontario Public Library membership renew
 - All in agreement
- Committees of the Board review
 - Pamela Calverley wanting to join Policy Committee
 - John Nemeth leaving Board Development
 - Pamela Calverley wanting to join Board Development
 - Janet Leader wanting to join Fundraising and Communications Committees
 - Building Strategy Committee not needed currently
 - Possibility for Community Engagement Committee
- Consultation with Ontario Library Services re: liability -Jennifer Pearson
 - Board Members are covered for Financial Liability
 - Consulted with Hutchinson and Errors and Omissions extends to Library Board Members while acting within the scope of their duties
 - Good Governance practice such as within in our policies of Bylaw 8 and Bylaw 9
 - Disclaimers can be used and embedded within the website or an actual object for “the library is not responsible for accuracy” Which are the responsibility for Cathy Fairbairn
 - HR process and procedures with own policies and Townships policies
 - Volunteer Program Responsibilities are covered for liability
 - Legacy document supported the reaching out to Ontario Library Services as this is their role
 - Discussed the idea of a policy to outline relationship between Friends of the Library and the Board and expectations
 - MOU to be added to website and list of policies
- New agenda format
 - Consent agenda
 - Combine the time for discussion and professional development
 - Make everything the same template for sharing on the website and within the Minutes
 - Committees will only provide a summary if they have something to report back to the Board
 - Alignment to our strategic plan and creation of a work plan

Policy review

- GOV-03-Policy Development
 - Move for discussion at next meeting

- GOV-05-Advocacy
 - Advocacy Plan
 - Move for discussion at next meeting
- HR-02-Respect in the Workplace, Workplace Discrimination, Harassment & Violence
- HR-03-Health and Safety
- OP-02-Safety, Security and Emergencies
- OP-03-Working Alone
 - Motion to Approve Rod McLean and Seconded by Councillor George Anderson

New Business

- New CAO Geoff Carleton for the Township
 - Extend an invitation to join a Board Meeting

Moved to adjournment 8:00pm by Rod McLean.

Adjournment Next Meeting: April 15, 2025 in Baysville