



# Lake of Bays Township Public Library

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## Minutes

Monday Feb 27, 2023 9:30am

Zoom

**Present:** Councillor George Anderson, Cathy Fairbairn, Rod McLean, John Nemeth, Jennifer Pearson, Lori Riznek, Cathy Vancleave, David Walker, Edith Warr, Krista Wunsch

### REGRETS:

**Call to Order:** 9:33 am Cathy Vancleave

**CONFLICT OF INTEREST DECLARATION:** none

**APPROVAL OF AGENDA:** Motion to approve made by Edith Warr and seconded by John Nemeth

### MINUTES OF LAST MEETINGS:

Motion to approve Minutes of Dec,12 2022 meeting as revised made by David Walker and seconded by Jennifer Pearson. Carried.

Revisions to planning policy moved to the April meeting.

Motion to approve Minutes of February 3, 2023 meeting made by George Anderson seconded by Edith Warr. Carried.

### BUSINESS ARISING:

**TREASURER'S REPORT:** None received yet.

### CEO Report for December 2022 & January 2023

#### Goal: Dwight Branch Expansion

- Community Hub survey went out mid-December 2022 and closed January 13, 2023. We had 172 responses. Details of the results can be found in the report that went to Council February 14, 2023.
- John update later in discussion

**Goal: Community Diversity & Inclusion**

- Hybrid programming in both branches has been promoting inclusion by allowing those who cannot attend in person the opportunity to take part via zoom.

**Goal: Technology & Communication**

- Improved internet in the Baysville Branch has enabled people to use the pod to learn and work virtually.
- Upgraded internet allows people to use the digital resources offered by the library and participate in programming to grow their digital literacy.

**Goal: Board Development**

- The new Library Board was appointed by Council on January 10, 2023. Since then, orientation materials have been given to board members to get themselves familiar with their role as board members. OLS (Ontario Library Service) will be offering an in person orientation session as well for all of the Muskoka library board members in May and will be held in Bracebridge. Registration is required.

**News**

- We received a \$5,000.00 donation to be used to create a makerspace in the Baysville Branch.
- CF Submitted our annual report to the privacy commissioner regarding information requests under FIPPA.
- CF Submitted our application to the Connectivity Grant through OLS
- Received our ILLO postage rebate from OLS

**Baysville Friends**

- Deciding on upcoming fundraisers right now

**Dwight Friends**

- Nothing to report

Accepted first by Rod McLean seconded by Edith Warr. Carried.

**Building Strategy Committee Update-John**

- Report took to Council - presentation went well
- We can use initial report to continue and second report can continue but perhaps more needed to move forward
- As a board we can start to move forward and create our own Strategic Plan for our own steps forward
- Next meeting in April for agenda: brainstorm session for future steps for our process and collaborate and partner with others for beginning our boards work. Roundtable: 1. Brainstorm 2. Organize 3. Strategize
- Possibilities for infrastructure funding through the province want to have an opportunity to reach for these.
- GA: keep continuous momentum of the ideas due to budget time -staff return with report unknown date. Budget deliberations finished March 6 and 7th. More clarification for our group and post-report before the April meeting.
- GA: can reach out to staff and find a date for the report that may give us more guidance.

## Building Fundraising Committee Update-Edith

- November 16, 2022 last meeting wrap up of the online auction
- meeting in January and February delayed until we have clarity about what we are raising money for
- Great ideas but wait until we have a defined goal

### Decision/Discussion Items:

- OLS Board Assembly and Committees-Policy, Board Development, Building Strategy & Fundraising/Communications:
  - New representative for OLS Board Assembly: Jennifer Pearson
  - New Policy Committee: David Walker, Rod McLean and Krista Wunsch
  - New Board Development Committee: Jennifer Pearson, John Nemeth and Edith Warr
  - New Building Strategy Committee: Cathy Vancleave, Lori Riznek, John Nemeth
  - New Fundraising/Communications Committee: David Walker, Edith Warr, Lori Riznek
- Annual policy review, HR-02,HR-03, OP-02, OP-03
  - Respect in the Workplace - staff members aware of all policies
  - His/Her - they/their/them - change now for all going forward
  - Format line sections page
  - Policy handbook is available in library and on websiteMotion to approve: 1st Rod McLean 2nd David Walker. Carried.
- Fee Schedule review
  - Increase cost of laminating fees to support increase in supply costsMotion to approve: 1st Jennifer Pearson 2. John Nemeth. Carried.
- FOPL membership renewal & sponsorship for Mattagami FNPL  
Motion to approve 1st. Rod McLean 2nd John Nemeth. Carried,
- In-person Board orientation by OLS May 27, 10am-1pm
  - Bracebridge at SportsPlex
  - Link will be sent from Cathy F. by email this week or next and Board Members will need to register
  - Mileage given but expectation for carpooling
  - Minimum registration for orientation to take place
- Value of the Library - Cathy F.
  - Michael Davis-Burchat wants to contribute, met with Cathy F., designer big questions for organizations and human design provides a report/direction (Company - Big Human)
  - Big question: show stakeholders **“What value do we give the community?”**
  - This is the value the constituents get from the funding.

- Plan: offer services pro-bono. Create a diverse sample of 24 community members. Interview them. He would lead this. Video tape this and use it as a promotion in social media about the value of the library. Move forward working with Michael.

Motion to approve 1st Jennifer Pearson 2. Rod McLean. Carried.

- April usually is Strategic Planning meeting: we will cover roundtable about Building Strategy
- Finances
  - More transparency of budget requested
  - Keep on agenda for a format that Patricia shares with us that as board we can be accountable and responsible with

Next meeting: April 24, 2023 9:30am Baysville

Adjournment: 10:41am Rod McLean