INNISFIL PUBLIC LIBRARY BOARD
MEETING MINUTES
Monday, February 10, 2020 – 7:00 p.m.
Stroud Branch

In Attendance: Monica Goodfellow, Wendy Van Straten, Donna Orsatti, Kenneth Fowler, Barb Baguley, Sue Bennett, Tara Filteau, Anne Smith

Staff in Attendance: Erin Scuccimarri, Susan Baues, Jennifer Miyasaki

Regrets: Rhonda Flanagan

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1. Call to Order
The Board Chair called the meeting to order at 6:57 p.m.

2. Approval of Agenda

Motion #2020.10
Moved by: Barb Baguley
Seconded by: Kenneth Fowler

THAT the agenda of the February 10, 2020 meeting be approved as presented.
CARRIED.

3. Declaration of Interest
There were no declarations of interest

4. Delegations to the Board
There were no delegations to the Board

5. Consent Agenda
- Donna Orsatti commented on item 5b.05.01 regarding the importance of funding for programs
- Also discussed were the financials; the Executive Assistant explained that at this time we do not have the final year end numbers. The December 2019 financials are a more up-to-date capture of the financials since our last meeting, however, January/February financials will be available for the next meeting.

Motion #2020.11
Moved by: Wendy Van Straten
Seconded by: Anne Smith

THAT the consent agenda items 5 a) to 5 e), and the recommendations contained therein be approved as presented.
CARRIED.

6. Business Arising

a) Board Committee Report

- The Deputy CEO will assume her role as Acting CEO effective February 24, 2020
- This is the last meeting for the CEO until after her leave

b) Board Budget Committee

Motion #2020.12

Moved by: Wendy Van Straten
Seconded by: Tara Filteau

THAT Monica Goodfellow, Donna Orsatti, Sue Bennett and Rhonda Flanagan be appointed to the Board Budget Committee.

CARRIED.

c) CEO Performance Review

- Members to provide their reviews to the Board Chair by Wednesday, February 11, 2020
- Meeting with CEO on Thursday, February 13, 2020

7. Reports

a) Municipal Council Report

Councillors Orsatti and Fowler provided updates on:

- Open house on new Innistil Fire and Rescue Station #5
- Feb 18th public open house from 6:00 p.m. to 8:00 p.m. regarding the Interim Control By-Law: Innisfil Beach Road from 25th Sideroad to Lakelands Blvd.
  - There will be a follow up public open house in March.
- Put Yourself on the Map, Innisfil! event on February 8, 2020 by the ***Rescue Lake Simcoe Coalition*** – discussion re: protecting green space and effect Orbit will have on our area.

b) Multi-Year Accessibility Plan Edition #2 - 2017-2021
(5-Year Plan) 2019 Annual Status/Progress Review Report

- Deputy CEO gave an overview of the purpose of this document with respect to the legislative requirements
- **Accessibility training for the Friends of the Library was discussed. It was noted that this training should be updated for all the Friends' members on a regular basis. The Deputy CEO will review and follow-up with the Board.**

Motion #2020.13
Moved by: Donna Orsatti
Seconded by: Sue Bennett

THAT the Multi-Year Accessibility Plan Edition #2 - 2017-2021 (5-Year Plan) 2019 Annual Status/Progress Review Report be received.

CARRIED.

8. Policy

a) ***EMPLOYMENT*** – *Dress Code* Policy #E-2020-05

Motion #2020.14
Moved by: Kenneth Fowler
Seconded by: Wendy Van Straten

THAT the **EMPLOYMENT** – Dress Code Policy #E-2020-05 be approved as presented.

CARRIED.

b) **EMPLOYMENT** – Professional and Association Memberships Policy #E2020-06

Motion #2020.15
Moved by: Wendy Van Straten
Seconded by: Barb Baguley

THAT the **EMPLOYMENT** – Professional and Association Memberships Policy #E-2020-06 be approved as presented.

CARRIED.

c) **EMPLOYMENT** – Recognition of Life Events Policy #E2020-07 (copy & motion)

Motion #2020.16
Moved by: Kenneth Fowler
Seconded by: Anne Smith

THAT the **EMPLOYMENT** – Recognition of Life Events Policy #E-2020-07 be approved as presented.

CARRIED.

d) **EMPLOYMENT** – Staff Recognition Policy #E2020-08

Motion #2020.17
Moved by: Barb Baguley
Seconded by: Sue Bennet

THAT the **EMPLOYMENT** – Staff Recognition Policy #E-2020-08 be approved as presented.

CARRIED.

e) Piano Use Policy #2020-09

- Discussed how often the piano is played
- Suggestion that signage be placed on or near the piano to encourage players; add something on the website to create awareness

Motion #2020.18
Moved by: Donna Orsatti
Seconded by: Sue Bennett

THAT the Piano Use Policy #2020-09 be approved as presented.

CARRIED.

9. Strategic Issues
No Strategic Issues at time of agenda creation.

10. New Business
a) Bank Account Signing Officers

Motion #2020.19
Moved by: Barb Baguley
Seconded by: Tara Filteau

THAT the Board approves the required Corporate Resolution as provided by TD Canada Trust on Form 592014 (0316), which designates the Library's Deputy CEO, Board Chair, Board Vice-Chair and CEO/Chief Librarian as signing officers of the Innisfil Public Library Board's Bank Account.

CARRIED.

11. Comments and Announcements

a) Calendar of Events

- Positive feedback about the new calendar format, but request all items be included as in the past; would like to promote on social media (e.g. Blind Date Book Shelf)
- Send brochure to Board in addition to the calendar of events
- **Ensure we are providing links for events on the calendar**
- Polar dip discussed as a possible event members could support on behalf of the Library

The meeting continued a general discussion and touched on the following topics:

- Heritage week and the Bicentennial
- the Historical Society hosting events at the Knock School
- Flag Raising at the Town in honour of the Bicentennial
- International Women's Day – will the Library host any events? **(Deputy CEO will find out and follow up with Board)**

The CEO asked for OLA 2020 Super Conference attendees to share their takeaways with the Board.

- Sue Bennett commented on her experience at conference; attended several seminars and attended Board Boot Camp. Very positive feedback on her experience
- The Deputy CEO and the Executive Assistant also shared their experience at the conference
- The CEO commented on our team members who presented at the conference being very well received

Other comments and information discussed were:

- The former Woolworth's location in Barrie is becoming the Barrie Library's new Maker Space
- Barrie Library will be opening a 3rd Branch
- Rizzardo's Community Kitchen has hired a catering company who will start serving food and beverages beginning in early March.
- **ACTION: Schedule an upcoming Board meeting at Rizzardo – Have a Team Builder in the Community Kitchen**
- **Spring Author series; 3 Authors:**
  - Jesse Thistle, author of *From the Ashes;* visiting Lakeshore branch on Saturday, April 4th
  - Roselle Lim, author of *Natalie Tan's Book of Luck & Fortune; h*er latest novel, *Vanessa Yu's Magical Paris Tea Shop*, will release in August; visiting Cookstown branch on Saturday, May 2nd
  - Hannah Mary McKinnon, author of *Sister Dear* (will release May 2020) ; visiting Stroud branch on Saturday, June 13th

12. In Camera

No In Camera scheduled at time of agenda creation

13. Adjournment

Motion #2020.20

Moved by: Barb Baguley
Seconded by: Tara Filteau

THAT the meeting be adjourned at 8:01 p.m

The next regular Board meeting will be held on
March 9, 2020 at 7:00 p.m.
Lakeshore Branch

Monica Goodfellow

Monica Goodfellow, Board Chair

Susan Baues

Susan Baues, Secretary