INNISFIL PUBLIC LIBRARY BOARD
MEETING MINUTES
Tuesday, October 22, 2019 – 7:00 p.m.
Stroud Branch

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

Staff in Attendance: Erin Scuccimarri, Jayne Asselstine, Jennifer Miyasaki

Regrets: Sue Bennett, Tara Filteau, Rhonda Flanagan, Susan Baues

---

1. Call to Order

The Board Chair called the meeting to order at 6:59 p.m.

The CEO introduced Jennifer Miyasaki, the Library's new Executive Assistant to the Board.

2. Approval of Agenda

Police Record Checks replaced OLA Super Conference 2020 as item 6 d).
Date of Next Meeting was added under 10 b).
A third set of minutes from the Special Meeting held on September 30, 2019, was added under 5 a).

Motion #2019.71

Moved by: Wendy Van Straten
Seconded by: Barb Baguley

THAT the agenda of the October 22, 2019 meeting be approved as amended.

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

Motion #2019.72

Moved by: Anne Smith
Seconded by: Barb Baguley

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 Board Chair outlined the topics considered during the Board Staffing Committee meeting, including options under discussion for covering the CEO's upcoming leave.

b) OLA Super-Conference

- The Board Members were asked to confirm their choices for attending the 2020 Super Conference as soon as they can so that the Library can take advantage of a new discount in effect until November 15th.
- The CEO provided an overview of the sessions which will be presented by Innisfil Staff.

c) Records Retention Memorandum of Understanding

The current Records Retention Memorandum of Understanding in place with the Town is a five (5)-year agreement which was signed in March 2015.

Motion #2019.73

Moved by: Ken Fowler
Seconded by: Donna Orsatti

THAT the DRAFT Records Retention Memorandum of Understanding is approved to move forward in the agreement process.

CARRIED.

d) Police Record Checks

Further to the approval of the Board's Police Record (Background) Check Policy in September, a completed Vulnerable Screening Check form and/or an Offence Declaration form was provided to each Board Member, as applicable. The same information will be provided via email to the Members who were absent.

7. Reports

a) Municipal Council Report

Councillors Orsatti and Fowler provided updates on:

- New bike lanes;
- Home Occupation By-Law 089-19;
- The Santa Claus Parades and the two floats being created – the Innisfil Parade is November 24 and Cookstown Light-Up Night is scheduled for November 30– Council plans to walk beside the floats in the parades.

- Community, Culture and Recreation Infrastructure Funding, with a deadline for applications of November 12, 2019 - finalists will be notified early in 2020 and the successful applicants will be announced in September of 2020.
- An October 23rd presentation to Council from Nantyr Shores students on their D-Day trip in June; and
- Upcoming Remembrance Day Ceremonies throughout Innisfil.

b) Health and Safety Update
There was no update to discuss at this time.

c) Staff Report #LIB-08-2019 – Capital Project #LIB-50 – Shade Sails at the Cookstown Branch
Background information on the Library's Shade Sails Capital Project #LIB-50 was provided.

Motion #2019.74
Moved by: Wendy Van Straten
Seconded by: Ken Fowler

THAT the Library Board approves the selection of Canada Shade Sails to install 'shade sails' at the Cookstown Branch.

CARRIED.

8. Policy

Motion #2019.75
Moved by: Barb Baguley
Seconded by: Donna Orsatti

THAT the EMPLOYMENT – Staff Code of Conduct Policy #E-2019-20 be approved as presented.

CARRIED.

9. Strategic Issues
No Strategic Issues were discussed.

10. New Business
a) CEO Performance Review
Information was provided on past practice and the performance review process used by the Town.

b) Date of Next meeting
The November 18, 2019 meeting needs to be rescheduled. All present agreed on a change to Tuesday November 12th, 7:00 p.m. in Stroud. The absent Board Members will be contacted about their availability for the proposed change of date.

11. Comments and Announcements

a) Calendar of Events
Dates and locations for Innisfil Remembrance Day Services were noted:

- Sunday, November 3, 2019 - Sandy Cove;
- Sunday, November 10, 2019 – Cookstown Cenotaph;
- Monday, November 11, 2019 - Innisfil Town Hall.

b) Political Debate at the Library
Trustee Baguley passed along the positive feedback which she received from residents who attended a recent political debate at the Library, as well as noting how well Staff had handled the event.

12. **In Camera**
An 'In Camera' Session was not required at this meeting.

13. Adjournment

Motion #2019.76
Moved by: Ken Fowler
Seconded by: Barb Baguley

THAT the meeting be adjourned at 8:12 pm

CARRIED.

The next regular Board meeting will be held on
Tuesday, November 12, 2019 at 7:00 p.m.
Stroud Branch

(Please note that proposed change of date is to be confirmed)

Monica Goodfellow, Board Chair

Erin Scuccimarri, Secretary