

**INNISFIL PUBLIC LIBRARY BOARD  
MEETING MINUTES  
Monday, November 16, 2020 – 7:00 p.m.  
Via Zoom**

**In Attendance:** Monica Goodfellow, Wendy Van Straten, Donna Orsatti, Kenneth Fowler, Barb Baguley, Sue Bennett, Rhonda Flanagan, Raj Grover, Anne Smith

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

**Regrets:**

---

**1. Call to Order**

The Board Chair called the meeting to order at 7:01 p.m.

**2. Approval of Agenda**

**Motion #2020.90**

**Moved by:** Raj Grover  
**Seconded by:** Anne Smith

THAT the agenda of the November 16, 2020 meeting be approved as amended.

**CARRIED.**

**3. Declaration of Interest**

There were no declarations of interest

**4. Delegations to the Board**

a) *Jana Abrahams and Audrey Webb, Town of Innisfil, Finance Department  
Presenting 2019 Financial Statements*

Audrey Webb, explained the delay in receipt of the Financial due to COVID; the Financial Statement Summary was reviewed

**Motion #2020.91**

**Moved by:** Raj Grover  
**Seconded by:** Kenneth Fowler

THAT the 2019 Corporation of the Town of Innisfil Public Library Board Financial Statements be approved as presented; and FURTHER, THAT the accompanying Report to the Board be accepted.

**CARRIED.**

**Motion #2020.92**

**Moved by:** Barb Baguley  
**Seconded by:** Kenneth Fowler

THAT on the recommendation of Audrey Webb, Treasurer, Town of Innisfil, the 2019 operating deficit of \$52,618 be carried forward to 2020 and funded from the Library's 2020 operating budget.

**CARRIED.**

*b) Megan Legg – Staff Report 2020-03 Re: Holds Lockers*

Megan Legg provided an overview of her report and the rationale, and budget involved in bringing the project to fruition.

**Motion #2020.93**

**Moved by:** Wendy Van Straten  
**Seconded by:** Donna Orsatti

THAT Staff Report LIB-003-2020 be received as written and the Board move to proceed with investigating placement of the Holds Lockers at Sandy Cove Acres.

**CARRIED.**

**5. Consent Agenda**

**Motion #2020.94**

**Moved by:** Wendy Van Straten  
**Seconded by:** Kenneth Fowler

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 Budget Committee Report

- The Deputy CEO reviewed the proposed operating budget for 2021 and 2022
- The budget will be brought forward in December for approval
- The CEO clarified that there are proposed Capital projects that are in the budget book that are place holders and are not planned to go ahead in 2023/2024 (Lefroy and Campus branches) (See Page 52, Page 464, Section W or the Budget Book online)

**7. Reports**

a) Municipal Council Report

- Donna Orsatti and Kenneth Fowler provided an update on the following:
- “Ask Us” session this Wednesday re: Town’s budget – presentation starts at 6:30 p.m. on YouTube through the Town of Innisfil; download online version of budget package
- Power outage yesterday; shout out to the crews who worked to restore power and emergency services (Fire and Police) for their assistance

b) Health & Safety Update

- No questions

**Motion #2020.95**

**Moved by:** Wendy Van Straten

**Seconded by:** Donna Orsatti

THAT the minutes of the JHSC October 26, 2020 meeting be received.

**8. Policy**

a) Emergency Lockdown Policy #2020-29

**Motion #2020.96**

**Moved by:** Anne Smith

**Seconded by:** Kenneth Fowler

THAT the Emergency Lockdown Policy #2020-29 be approved as edited and presented.

**CARRIED.**

b) Fair Trade Policy #2020-30

**Motion #2020.97**

**Moved by:** Barb Baguley

**Seconded by:** Raj Grover

THAT the Fair Trade Policy #2020-30 be approved as presented.

**CARRIED.**

c) **EMPLOYMENT – Recruitment and Selection Policy #E-2020-31**

**Motion #2020.98**

**Moved by:** Rhonda Flanagan  
**Seconded by:** Sue Bennett

THAT the **EMPLOYMENT – Recruitment and Selection Policy #E-2020-31** be approved as edited and presented.

**CARRIED.**

d) **Service Outlets and Hours Policy #2020-32**

**Motion #2020.99**

**Moved by:** Anne Smith  
**Seconded by:** Wendy Van Straten

THAT the **Service Outlets and Hours Policy #2020-32** be approved as edited and presented.

**9. Strategic Issues**  
*None at this time.*

**10. New Business**

a) **Proposed 2021 Board Meeting Dates**

- No objections; meeting invites will be sent out to the Board with Zoom access details

**11. Comments and Announcements**

- Link provided to illustrate our online/virtual offerings as well as what we are doing in Branch

**12. In Camera**

**Motion #2020.100**

**Moved by:** Kenneth Fowler  
**Seconded by:** Rhonda Flanagan

THAT the Board holds a “Closed Session” Committee of the Whole meeting as provided for by the Municipal Act, 2001, as amended, the Public Libraries Act, R.S.O. c. P.44, and the Board’s Procedural By-Law Policy #B-2020-01 to deal with:

- a) Personal matters about an identifiable individual, including municipal employees.

**Motion #2020.101**

**Moved by:** Kenneth Fowler  
**Seconded by:** Raj Grover

THAT the Board now rise and report on the “In Camera” Session and resume the regular Board meeting.

**CARRIED.**

**13. Adjournment**

**Motion #2020.102**

**Moved by:** Kenneth Fowler  
**Seconded by:** Donna Orsatti

THAT the meeting be adjourned at 8:49 p.m.

**CARRIED.**

The next regular Board meeting will be held on  
**December 14, 2020 at 7:00 p.m. Via Zoom**



---

**Monica Goodfellow, Board Chair**



---

**Susan Baues, Secretary**