

**INNISFIL PUBLIC LIBRARY BOARD
MEETING MINUTES
Tuesday, February 16, 2021 – 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 7:05 p.m.

2. Approval of Agenda

Motion #2021.13

Moved by: Anne Smith

Seconded by: Donna Orsatti

THAT the agenda of the February 16, 2021 meeting be approved as presented.

CARRIED.

3. Declaration of Interest

There were no declarations of interest

4. Delegations to the Board

- Brooke Gardhouse shared a presentation regarding diversity in our collections and performing diversity audits (The slide deck will be sent to Board under separate cover)
- The goal is to identify the gaps in the collections, then fill those gaps
- Appointing a committee to complete this task; it was suggested that local youth should be engaged in this process

5. Consent Agenda

- Councillor Orsatti inquired about the impact to the Innisfil ideaLAB & Library with respect to the amalgamation of SOLS and Ontario Library Service – North (agenda item 5b.06.01); the Deputy CEO advised that the Ontario Library Service Board is requesting Libraries appoint a member of their Boards to attend the OLS assemblies (2 meetings per year); any interested parties to advise the CEO, Deputy CEO or the Executive Assistant
- Councillor Orsatti commented with respect to the Warming Centers mentioned on Page 36 of the CEO Report and the lack of use; how do we get the message

out to those without power/internet? Could we employ exterior electronic signage? CEO advised solutions will be discussed with the teams; Anne Smith added that Fire Halls, Community Church and Sandy Cove have electronic signs that could be employed for this purpose.

Motion #2021.14

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
No business arising

7. Reports

a) Municipal Council Report

- Councillors Fowler and Orsatti provided updates on the following:
 - Ontario Hydro rates have extended flat rate use to Feb 22; then residents must choose Time of Use or Tiered rates
 - IBR Interim Control By-Law has been repealed which allows residents to put in permits for small renovations/projects (not permitted to knock down and rebuild homes)
 - Nicole Bowman is now Director of Operations for TOI
 - TOI offering free virtual programming Feb. 22 to March 21
 - Rizzardo is hosting “What’s Cooking?” - Demonstrating recipes virtually; can view online <https://yourhealthinnisfil.ca/whats-cooking-innisfil/>; Connect with Sara Corcoran if interested in participating
 - Ice Corp putting on freeze for foodbank challenge
 - Random Act of Kindness day on Feb 17; upload photos and share with TOI

b) Health & Safety Update

Motion #2021.15

Moved by: Anne Smith
Seconded by: Wendy Van Straten

THAT the minutes of the JHSC January 27, 2021 meeting be received.

CARRIED.

8. Policy

- a) **BOARD** – Advocacy Policy #B-2021-04
 - o The Deputy CEO provided an overview of this policy and changes/updates made

Motion #2021.16

Moved by: Barb Baguley
Seconded by: Sue Bennett

THAT the BOARD – Advocacy Policy #B-2021-04be approved as presented.

CARRIED.

- b) Media Lab Policy #2021-05
 - o One edit noted (remove reference to Check Out A Skill)

Motion #2021.17

Moved by: Kenneth Fowler
Seconded by: Raj Grover

THAT the Media Lab Policy #2021-05 be approved as presented and amended.

CARRIED.

- c) Donations, Sponsorship and Fundraising Policy #2021-06
 - o The CEO provided the overview on this policy
 - o One edit noted (remove reference to Late Fees)

Motion #2021.18

Moved by: Rhonda Flanagan
Seconded by: Donna Orsatti

THAT the Donations, Sponsorship and Fundraising Policy #2021-06 be approved as presented and amended.

CARRIED.

9. Strategic Issues

- a) Library Master Plan
 - o Tender was issued on Feb. 3, closing Feb. 19th; moving ahead with this project
 - o Target start timeline is end of March 2021
- b) Library Strategic Plan
 - o Started toward end of 2019; COVID put project on hold; resumed and working on draft document; target end date Q2 2021
- c) Shared Services RFP
 - o OTOT Project; TOI has put out an RFP for a consultant to do review for the OTOT project; will be moving forward in coming months

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- d) Memorandum of Understanding between Town of Innisfil & Innisfil Public Library Board
 - There is currently and MOU between IPL Board and TOI with respect to the joint position the CEO holds with Library and TOI; agreement was signed in September 2019 and was to be reviewed in 2020; review was delayed, but now with CAO leaving in March, so need to review the MOU to ensure it is correct
 - Currently the IPL Board and TOI do not have an agreement on Shared Services to date; need to look at this in light of new CAO coming on board; want to capture the collaborations we have in place; will circle back with Board if there are any changes

10. New Business

- a) Regional Government Review
 - The Deputy CEO provided update – County Review team is reviewing RFP this week and will be announcing consultant soon
- b) CEO Evaluation
 - An OLA session focused on CEO performance appraisals; putting an action tracker in place and reviewing actions at each Board meeting; Action Plan would be based on Strategic Plan
 - The meeting discussed options for process
 - The Board Chair commented that a coordination between Library and Town for the appraisal process would be needed
 - Exec Assistant to send out SOLS link with respect to Appraisal Process/Action Planners

11. Comments and Announcements

- a) Calendar of Events
 - Link provided to illustrate our online/virtual offerings as well as what we are doing in Branch
- b) Professional Development
 - The Board Chair, Councillor Orsatti, Sue Bennett and Anne Smith provided feedback from the sessions they attended at OLA including Boot Camp; all agreed the sessions were highly beneficial
 - Councillor Orsatti and Sue Bennett provided an update on the course they are taking which is focused on Indigenous population; positive feedback on the sessions; recommend the course
 - Rhonda Flanagan advised she attended “If Nothing Changes, Nothing Changes; very positive feedback

12. In Camera
No in camera

13. Closed Session

- a) Consideration of a resolution to hold a “Closed Session” Committee of the Whole meeting as provided for under the *Municipal Act, 2001, S.O.2001, Chapter 25, Section 239 (3.1)*, the Public Libraries Act, R.S.O. 1990, c. P.44, and the Library Board’s Procedural By-Law Policy# B-2020-01, Section 6.11.

Motion #2021.19

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, S.O.2001, Chapter 25, Section 239 (3.1), the Public Libraries Act, R.S.O. 1990, c. P.44 and the Library Board’s Procedural By-Law Policy# B-2020-01, Section 6.11, for the purposes of:

Holding a workshop in preparation for annual presentation by the IPL Board to Town of Innisfil Council

Motion #2021.21

Moved by: Raj Grover
Seconded by: Anne Smith

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

CARRIED.

14. Adjournment

Motion #2021.22

Moved by: Barb Baguley
Seconded by: Raj Grover

THAT the meeting be adjourned at 9:18 p.m.

CARRIED.

The next regular Board meeting will be held on
March 15, 2021 at 7:00 p.m. Via Zoom



Monica Goodfellow, Board Chair



Susan Baues, Secretary