

**INNISFIL PUBLIC LIBRARY BOARD
MEETING MINUTES
Monday, January 17, 2022 – 7:00 p.m.
Via Zoom**

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

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

Regrets:

1. Call to Order

- The Board Chair called the meeting to order at 7:00 p.m. and read the Land Acknowledgement Statement.

2. Approval of Agenda

Motion #2022.01

Moved by: Raj Grover
Seconded by: Kenneth Fowler

THAT the agenda of the January 17, 2022 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

- The CEO commented on staff pivoting back to curbside and virtual services due to rising COVID case counts
- Barb Baguley provided positive feedback for a staff member who recently attended a Rotary meeting to provide information about Children's Programming

Motion #2022.02

Moved by: Rhonda Flanagan
Seconded by: Sue Bennett

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

CARRIED.

6. Business Arising

a) Budget Committee Update

- The CEO provided an overview of the requested change to the 2022 Operating Budget

Motion #2022.03

Moved by: Wendy Van Straten

Seconded by: Rhonda Flanagan

THAT the 2022 Operating Budget in the amount of \$3,447,315, (including a 1% COLA for Library Staff as per the Library's 2022 Salary Plan, as approved by Council Resolution #2020.12.09-CR-02 on December 9, 2020) be increased to \$3,553,002, to accommodate the change in Internal Recoveries as per Council Resolution # 2022.01.12-CR-02 (per Staff Report DSR-001-22).

CARRIED.

7. Reports

a) Municipal Council Report

- January 12, 2022, Council discussed the 2022 operating budget; voted for a small increase of an additional 1.5% to the 2022 operating budget
- CEO advised the other main topic of discussion at Council on January 12, 2022, was a presentation regarding the consolidation of the Fire Services between Innisfil and Bradford West Gwillimbury
- Councillor Orsatti provided a real time update of the snow clearing efforts due to the storm

b) Health & Safety Update

Motion #2022.04

Moved by: Wendy Van Straten

Seconded by: Donna Orsatti

THAT the minutes of the JHSC December 10, 2021 meeting be received.

CARRIED.

c) Land Acknowledgement Committee update

- Committee has been having meetings for approximately one year; fulfilled its mandate of creating the statement
- Recommend developing a new committee to address the Truth and Reconciliation Commission's Calls to Action
- Presentations were delivered to the Innisfil Historical Society and the Innisfil Heritage Committee to update them on the Library's actions over the last year and to seek potential partnerships

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- Board members are to advise the Board Chair of interest in the new committee

Motion #2022.05

Moved by: Monica Goodfellow
Seconded by: Wendy Van Straten

THAT the Land Acknowledgment Committee, having achieved their mandate of creating a Land Acknowledgement Statement, be disbanded;

and FURTHER THAT a new Committee be formed to develop an action plan in response to the Truth and Reconciliation Commission's Calls to Action.

CARRIED.

d) Staff Report LIB-01-2022 Statutory Holidays 2022

- The CEO noted the branch closures in lieu of statutory holidays that fall on weekends/Mondays
- An error with one of the dates on the chart was noted and will be amended

Motion #2022.06

Moved by: Kenneth Fowler
Seconded by: Sue Bennett

THAT the Staff Report LIB-01-2022 Statutory Holidays be received and the recommendations contained therein be approved as presented (subject to minor edit).

8. Policy

a) **EMPLOYMENT** - Corrective Action Policy #E-2022-01

Motion #2022.07

Moved by: Donna Orsatti
Seconded by: Wendy Van Straten

THAT the EMPLOYMENT – Corrective Action Policy #E-2022-01 be approved as presented.

CARRIED.

b) **EMPLOYMENT – Paid Holidays Policy #E-2022-02**

- The CEO provided an overview of the policy and the recommendation for one float (lieu) day for staff to recognize the National Day of Truth and Reconciliation. This approach is the same used for Remembrance Day.

Motion #2022.08

Moved by: Kenneth Fowler
Seconded by: Sue Bennett

THAT the EMPLOYMENT – Paid Holiday Policy #E-2022-02 be approved as presented.

CARRIED.

9. Strategic Issues

a) Legacy Document

- The Deputy CEO provided information about the document and its purpose
- The review highlights the accomplishments of the Board during their term; looking through the lens of the Strategic Plan
- A Committee will need to be developed to work with Staff to create the document; any interested parties to advise the Board Chair

10. New Business

a) CEO Performance Appraisal

- A Committee will be developed to work on the CEO Appraisal; advise the Board Chair if interested
- Process may change; some other methods gathered at the 2021 OLA Conference could be useful

11. Comments and Announcements

a) Calendar of Events

- Link of Library offerings was provided in the agenda
- Short Story Contest awards this Friday, January 21, 2022; link and info on the Library website

b) Professional Development

- OLA Superconference 2022 – this year an Institutional Registration option was purchased so that all Board and Staff can attend; the Executive Assistant registered all Board members; sessions are available until August 2022
- Board Members also have been registered for Niche Academy

- Ninjio Cyber Security Training will also be provided for those interested
- c) Library Annual Report to Council
 - Scheduled for February 23rd Council
 - The Board Chair, Sue Bennett and Raj Grover volunteered to deliver the presentation

12. In Camera

- a) Consideration of a resolution to hold an “In Camera” Committee of the Whole meeting as provided for under the Municipal Act, 2001, as amended, the Public Libraries Act, R.S.O. 1990, c. P.44, and the Library Board’s Procedural By-Law Policy# B-2020-01.

Motion #2022.09

Moved by: Wendy Van Straten
Seconded by: Monica Goodfellow

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) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board. Municipal Act, 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

CARRIED.

Motion #2022.10

Moved by: Wendy Van Straten
Seconded by: Rhonda Flanagan

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

CARRIED.

13. Adjournment

Motion #2022.11

Moved by: Barb Baguley

THAT the meeting be adjourned at 8:09 p.m.

CARRIED.

The next regular Board meeting will be held on
February 22, 2022 at 7:00 p.m. Via Zoom



Anne Smith, Board Chair



Susan Baues, Secretary