

**INNISFIL PUBLIC LIBRARY BOARD  
MEETING MINUTES  
Monday, September 19, 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:** Erin Scuccimarri, Susan Baues, Jennifer Miyasaki

**Regrets:**

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**1. Call to Order**

- The Board Chair called the meeting to order at 7:02 p.m. and read the Land Acknowledgement Statement.

**2. Approval of Agenda**

**Motion #2022.59**

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

THAT the agenda of the September 19, 2022 meeting be approved as presented and amended.

**CARRIED.**

**3. Declaration of Interest**

*There were no declarations of interest*

**4. Delegations to the Board**

a) Audrey Webb, Town of Innisfil Treasurer – 2021 Financial Statement Presentation

- Audrey Webb provided a slide presentation on the 2021 unaudited financial statements followed by a brief Q & A

b) Mandy Pethick – Digital Strategy

- Mandy Pethick provided a presentation on our digital collection strategy
- The importance of being adaptable in a rapidly changing digital landscape was highlighted
- Meeting the needs of our residents by having relevant, high quality resources, and also ensuring our residents know how to access/use the resources is a priority that aligns with the Library's strategic goals
- Staff are trained to provide a high level of customer service and instruction around digital resources and related skills
- A brief Q & A followed the presentation

**5. Consent Agenda**

- The CEO reviewed highlights of the CEO reports for June, July and August; of note, Fresh Air Flicks, and Butterfly program
- The Deputy CEO commented on the increased level of engagement with the adult programming
- **Action: A summary of feedback collected from various events will be shared with the Board**

**Motion #2022.60**

**Moved by:** Raj Grover  
**Seconded by:** Rhonda Flanagan

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

**CARRIED.**

**6. Business Arising**

**a) Donation Reserves**

**Motion #2022.61**

**Moved by:** Barb Baguley  
**Seconded by:** Sue Bennett

THAT the 2021 unspent library donations in the amount of \$9,899.17 be allocated to the Library's Donation Reserve Account.

**CARRIED.**

**b) Operating Surplus**

**Motion #2022.62**

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

THAT the remainder of the 2021 operating surplus in the amount of \$25,066.00 be carried forward to the 2022 operating budget.

**CARRIED.**

**7. Reports**

**a) Municipal Council Report**

- Summary provided in package; no additions in meeting

b) Committee Reports

i. Board Budget Committee

- Budget Committee met in July to review the 2023/2024 Budget cycle; being reviewed by the finance team
- Increases to line items in the operating budget were identified
- Changes to Capital budget were also discussed

ii. Board Legacy Committee

- A draft document was circulated to the Board for input/feedback
- Very positive feedback from Board members; consensus is that the document is ready
- It will be brought forward for approval from the Board at the October meeting; it was suggested that a media release be sent to promote the report when it is made public

iii. Truth and Reconciliation Committee

- Annual report is in this month's package
- Committee has a draft Indigenous awareness policy that will be ready to be presented to the Board in the coming months
- Indigenous events are being well attended by Board and staff members

**Motion #2022.63**

**Moved by:** Donna Orsatti

**Seconded by:** Sue Bennett

THAT the Staff Report LIB-07-2022 Truth and Reconciliation Action Committee Annual Report be received.

**CARRIED.**

c) Board Advocacy and Engagement

- Positive feedback for Fresh Air Flicks

d) Health & Safety Update

**Motion #2022.64**

**Moved by:** Wendy Van Straten

**Seconded by:** Raj Grover

THAT the minutes of the JHSC June 8, 2022 and August 11, 2022 meetings be received.

**CARRIED.**

8. Policy

a) **EMPLOYMENT – COVID-19 Safety Policy #E-2022-23**

**Motion #2022.65**

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

THAT the **EMPLOYMENT – COVID-19 Safety Policy #E-2022-23** be approved as presented.

**CARRIED.**

b) **EMPLOYMENT – Respectful Workplace Harassment & Violence Prevention Policy #E-2022-24**

**Motion #2022.66**

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

THAT the **EMPLOYMENT – Respectful Workplace Harassment & Violence Prevention Policy #E-2022-24** be approved as presented.

**CARRIED.**

c) **OPERATING & TECHNOLOGY – Room Rental Policy #2022-25**

**Motion #2022.67**

**Moved by:** Donna Orsatti  
**Seconded by:** Sue Bennett

THAT the **OPERATING & TECHNOLOGY – Room Rental Policy #2022-25** be approved as presented.

**CARRIED.**

d) **NEW: EMPLOYMENT – Electronic Monitoring Policy #E-2022-26**

**Motion #2022.68**

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

THAT the **EMPLOYMENT – Electronic Monitoring Policy #E-2022-26** be approved as presented.

**CARRIED.**

9. **Strategic Issues**
- a) **County Update**
    - The CEO advised that we will have more information in October on what the services will look like for Innisfil
  - b) **Reciprocal Borrowing Agreement**
    - Currently have agreements with Bradford West Gwillimbury, New Tecumseth and Essa Township
    - Working on updates to agreements; amended agreement with Bradford West Gwillimbury presented with minor changes

**Motion #2022.69**

**Moved by:** Kenneth Fowler

**Seconded by:** Raj Grover

THAT the amended reciprocal membership agreement between Innisfil Public Library Board and the Bradford West Gwillimbury Library and Cultural Centre Board be approved as presented.

**CARRIED.**

10. **New Business**  
None

11. **Comments and Announcements**

a) **Calendar of Events**

- Link to Library offerings was provided in the agenda
  - Multi Year Accessibility Plan going to Council; will come to Board in October

b) **Professional Development**

- Councillor Fowler is taking an Indigenous course through the University of Alberta

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 #2022.70**

**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) *advice that is subject to solicitor-client privilege, including communications necessary for that purpose*

**CARRIED.**

**Motion #2022.71**

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

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

**CARRIED.**

**13. Adjournment**

**Motion #2022.72**

**Moved by:** Barb Baguley

THAT the meeting be adjourned at 8:36 p.m.

**CARRIED.**

The next regular Board meeting will be held on  
**October 17, 2022 at 7:00 p.m. – Lakeshore Branch**



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**Anne Smith, Board Chair**



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**Susan Baues, Secretary**