

**INNISFIL PUBLIC LIBRARY BOARD  
MEETING MINUTES  
Monday, February 27, 2023 – 7:00 p.m.  
Via Zoom Call**

**In Attendance:** Anne Smith, Sue Bennett, Councillor Jennifer Richardson,  
Councillor Rob Saunders, Rhonda Flanagan,  
Cynthia Gordon, Raj Grover, Rob Nicol

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

**Regrets:** Barb Baguley, Susan Baues

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**1. CALL TO ORDER**

- The meeting was called to order at 7:01 p.m.
- Land Acknowledgement Statement was delivered by the Board Chair

**2. APPROVAL OF AGENDA**

The agenda was amended to include an election for Vice-Chair (“Acting” Chair) of the Board.

**Motion #2023.08**

**Moved by:** Raj Grover  
**Seconded by:** Rob Saunders

THAT the agenda of the February 27, 2023, meeting be approved as presented and amended.

**CARRIED.**

**Election of Vice Chair**

The Board Chair advised that the Vice Chair (“Acting Chair”) elected in the January 2023 meeting would be stepping down.

The Board Chair called for nominations for the position of Vice-Chair (“Acting Chair”) of the Board. Sue Bennett nominated Rob Nicol, who accepted the nomination. Nominations were requested three times with no further additions. The nominations were then closed and Rob Nicol was acclaimed as Board Vice-Chair (“Acting” Chair).

**3. DISCLOSURES OF INTEREST**

There were no disclosures of interest.

#### 4. DELEGATIONS TO THE BOARD

##### a) Home Library Service and Assistive Devices – Library Services Staff

- Members of the Library Services team shared a presentation outlining our senior-focused services and programs.
- Staff shared good-news stories of customer experiences in our spaces.
- A copy of the presentation will be shared with the Board after the meeting.

#### 5. CONSENT AGENDA

- The CEO highlighted items from the CEO Report, including recent events, grants received and current programs running in our spaces; items of note were the Seepe Walters Short Story Contest Awards, the grand opening of Town Square, and the Seniors Community Grant presentation, attended by IPL Board Chair Smith, Minister for Seniors and Accessibility, Raymond Cho and Barrie-Innisfil MPP, Andrea Khanjin.

#### Motion #2023.09

**Moved by:** Jennifer Richardson

**Seconded by:** Rob Nicol

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

**CARRIED.**

#### 6. BUSINESS ARISING

##### a) 2023/2024 Capital and Operating Budgets

(motion)

#### Motion #2023.10

**Moved by:** Rob Saunders

**Seconded by:** Rhonda Flanagan

THAT the 2023 Capital Budget in the amount of \$350,915 as approved by Council Resolution #2023.02.08-CR-02 on February 8, 2023 be approved; And FURTHER, THAT the 2024 Capital Budget in the amount of \$251,666 as approved by Council Resolution #2023.02.08-CR-02 on February 8, 2023 be approved, subject to the Town's current Multi-Year Budget Policy.

**CARRIED.**

**Motion #2023.11**

**Moved by:** Jennifer Richardson  
**Seconded by:** Sue Bennett

THAT the 2023 Operating Budget in the amount of \$3,741,817, including a 2.5% COLA for Library Staff as per the Library's 2023 Salary Plan, as approved by Council Resolution #2023.02.08-CR-02 on February 8, 2023 be approved; And FURTHER, THAT the 2024 Operating Budget in the amount of \$4,052,230, including a 2.5% COLA for Library Staff as per the Library's 2024 Salary Plan, as approved by Council Resolution #2023.02.08-CR-02 on February 8, 2023 be approved, subject to the Town's current Multi-Year Budget Policy.

**CARRIED.****7. REPORTS**

- a) **Municipal Council Report**
  - A report was shared with the package
  - No additions by Councillors Richardson or Saunders
- b) **Library Board Report**
  - The CEO provided information on this addition to the agenda; this item replaces the previously named "Board Advocacy Report" and the section for Professional Development
  - Members shared good news stories about the Library
  - Suggestions were made for partnerships with other service clubs to reach a broader audience
  - Positive feedback shared from attendees at the OLA Superconference
  - Chair Smith advised that the Innisfil Community Foundation is doing a polar bear dip at Friday Harbour to fundraise for RVH
- c) **Health & Safety Update**
  - The JHSC Minutes were provided in package

**Motion #2023.12**

**Moved by:** Cynthia Gordon  
**Seconded by:** Sue Bennett

THAT the minutes of the JHSC December 8, 2022 and January 19, 2023 meetings be received.

**CARRIED.**

## 8. POLICY

- a) **BOARD – Purposes and Duties of the Board Policy #B-2023-01**  
(copy & motion)

### Motion #2023.13

**Moved by:** Rhonda Flanagan  
**Seconded by:** Jennifer Richardson

THAT the BOARD – Purposes and Duties of the Board Policy #B-2023-01 be approved as presented.

**CARRIED.**

- b) **BOARD – Policy Development Policy #B-2023-02**  
(copy & motion)

### Motion #2023.14

**Moved by:** Sue Bennett  
**Seconded by:** Rob Saunders

THAT the BOARD – Policy Development Policy #B-2023-02 be approved as presented.

**CARRIED.**

- c) **BOARD – Procedural By-Law Policy #B-2023-03**  
(copy & motion)

### Motion #2023.15

**Moved by:** Rhonda Flanagan  
**Seconded by:** Rob Nicol

THAT the BOARD – Procedural By-Law Policy #B-2023-03 be approved as presented.

**CARRIED.**

- d) **BOARD – Statement of Authority Policy #B-2023-04**  
(copy & motion)

### Motion #2023.16

**Moved by:** Jennifer Richardson  
**Seconded by:** Sue Bennett

THAT the BOARD – Statement of Authority Policy #B-2023-04 be approved as presented.

**CARRIED.**

## 9. STRATEGIC ISSUES

There were no Strategic Issues to discuss this month.

## 10. NEW BUSINESS

### a) Committees

- Chair Smith outlined the ad hoc committees that will be struck in addition to the standing committees; CEO Evaluation, Fundraising, Annual Report to Council
- The standing committees, as per the approved Board - Procedural By-Law Policy are: The Finance Committee and the Truth and Reconciliation Committee; terms of reference for these committees were updated and added as appendices to the Board-Procedural By-Law, along with guidelines for Ad-Hoc Committees

## 11. COMMENTS AND ANNOUNCEMENTS

### a) Calendar of Events

- Link to Library offerings was provided in the agenda

## 12. IN CAMERA

No In Camera

## 13. ADJOURNMENT

**Motion #2023.17**

**Moved by:** Sue Bennett

THAT the meeting be adjourned at 8:21 p.m.

**CARRIED.**

## DATE OF THE NEXT MEETING

The next Library Board meeting will be held on  
**Monday, March 20, 2023 at 7:00 p.m.**  
**Innisfil Public Library & ideaLAB –Lakeshore Branch**



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 Anne Smith, Board Chair



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 Erin Scuccimarri, Secretary