

**INNISFIL PUBLIC LIBRARY BOARD
MEETING MINUTES
Monday, June 23, 2025 – 6:30 p.m.
Lakeshore Branch – Community Room**

In Attendance: Anne Smith, Rob Nicol, Councillor Jennifer Richardson, Councillor Robert Saunders, Rhonda Flanagan, Raj Grover

Staff in Attendance: Erin Scuccimarri, Jennifer Miyasaki, Shannon Kelly-Robb, Emma Blackwood, Lucia DeFaria-Rodrigues, Marianna Munro, Teresa Meulendyks

Guests: Audrey Webb, Kathleen MacDonald – Town of Innisfil
Andrea Friesen - Mungall Consulting

Regrets: Barb Baguley, Sue Bennett, Cynthia Gordon

1. CALL TO ORDER, WELCOME AND LAND ACKNOWLEDGEMENT

- The meeting was called to order at 6:30 p.m.
- Rhonda Flanagan delivered the Land Acknowledgement Statement.

2. APPROVAL OF AGENDA

Motion #2025.37

Moved by: Jennifer Richardson
Seconded by: Rhonda Flanagan

THAT the agenda of the June 23, 2025 meeting be approved as presented.

CARRIED.

3. DISCLOSURES OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

4. DELEGATIONS TO THE BOARD

- a) 2024 Unaudited Financial Statements – Audrey Webb & Kathleen MacDonald
 - o A presentation was shared highlighting the 2024 unaudited financials
- b) Library Services Overview – Shannon Kelly-Robb & Library Services Coordinators Team
 - o Shannon, Emma, Lucy, Teresa and Marianna presented on their roles as Library Services Coordinators and their unique areas of focus

- c) Job Evaluation and Compensation Program Update – Andrea Friesen, Mungall Consulting
 - o Andrea Friesen shared a slide presentation regarding the Library’s Job Evaluation and Compensation program

CONSENT AGENDA

5. Approval of Previous Minutes

- No additions or changes

6. Correspondence

- No comments or additions

7. Reports for Information

- CEO Report
 - The CEO highlighted some key items from the report
- Municipal Council Report
 - o No additions or comments
- Library Board Report
 - o Roundtable discussion of upcoming events, events attended and good news stories
- Health & Safety Update
 - o Draft minutes from May meeting included in package

Committee Updates:

- CEO Appraisal Committee
 - o The Committee met just prior to the June 23, 2025 Board meeting to review the appraisal with the CEO.
- Board Strategy Committee
 - o The Committee has been unable to find a time to meet; Jennifer Richardson has offered to step down from the Committee so that another Board member can volunteer
 - o Any member interested in joining the committee should contact the Executive Assistant.

Library Associations Report

- Slides from the Board Assembly meeting on June 5, 2025 were shared in the package.

Motion #2025.38

Moved by: Rob Saunders

Seconded by: Rob Nicol

THAT the consent agenda items 5a.01.01 to 7f.01.01, and the recommendations contained therein be approved as presented.

CARRIED.

AGENDA

8. STAFF AND COMMITTEE REPORTS

- a) Staff Report LIB-08-2025 Outreach Vehicle Implementation Plan
 - o The CEO provided further information about this initiative and plans for the future

Motion #2025.39

Moved by: Jennifer Richardson

Seconded by: Raj Grover

THAT the Staff Report LIB-08-2025 Outreach Vehicle Implementation Plan be received for information.

CARRIED.

- b) Staff Report LIB-09-2025 Compensation Review

Motion #2025.40

Moved by: Rob Nicol

Seconded by: Raj Grover

THAT the Staff Report LIB-09-2025 Compensation Review be received for information and that the recommendations contained therein be accepted.

CARRIED.

9. BUSINESS ARISING

- a) 2024 Unaudited Draft Financial Statements
 - o Draft financials were shared in the package

Motion #2025.41

Moved by: Rhonda Flanagan

Seconded by: Rob Saunders

THAT the 2024 Unaudited Draft Financial Statements be approved as presented and amended.

CARRIED.

b) Operating Deficit

Motion #2025.42

Moved by: Jennifer Richardson

Seconded by: Rhonda Flanagan

THAT the 2024 operating deficit in the amount of \$1,620.00 be funded from the Library's Computer Replacement Reserve.

CARRIED.

10. POLICY

a) **OPERATING & TECHNOLOGY** - Exam Proctoring Policy #2025-12

Motion #2025.43

Moved by: Raj Grover

Seconded by: Rob Nicol

THAT the OPERATING & TECHNOLOGY - Exam Proctoring Policy #2025-12 be approved as presented.

CARRIED.

11. STRATEGIC ISSUES

There were no Strategic Issues to discuss this month.

12. NEW BUSINESS

None

13. COMMENTS AND ANNOUNCEMENTS

a) Calendar of Events

- o A link was provided in the agenda for Library offerings/events.

14. IN CAMERA

No in camera

15. ADJOURNMENT

Motion #2025.44

Moved by: Jennifer Richardson

THAT the meeting be adjourned at 8:10 p.m.

CARRIED.

DATE OF THE NEXT MEETING

The next Library Board meeting will be held on
Monday, September 15, 2025 at 6:30 p.m.
Innisfil ideaLAB & Library – Lakeshore Branch – Boardroom



Anne Smith, Board Chair



Erin Scuccimarri, Secretary