

**INNISFIL PUBLIC LIBRARY BOARD  
MEETING MINUTES  
Tuesday, April 21, 2026 – 6:30 p.m.  
Lakeshore Boardroom**

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

**Staff in Attendance:** Erin Scuccimarri, Jennifer Miyasaki, Megan Legg, Alex Loewen

**Regrets:** Barb Baguley, Raj Grover

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**1. CALL TO ORDER, WELCOME AND LAND ACKNOWLEDGEMENT**

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

**2. APPROVAL OF AGENDA**

**Motion #2026.14**

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

THAT the agenda of the April 21, 2026 meeting be approved as presented and amended.

**CARRIED.**

**3. DISCLOSURES OF PECUNIARY INTEREST**

There were no disclosures of pecuniary interest.

**4. DELEGATIONS TO THE BOARD**

- a) Alex Loewen, Children's Librarian & Megan Legg, Director, Lifelong Learning – Programming Update
- Alex provided a presentation on Readers Advisory and tools used for searching for materials and providing suggested reads/materials.
  - Megan spoke about the 2025 programming trends (see Staff Report LIB-05-2026 in Section 8 of the agenda).

## **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 commented on a successful March Break with many programs being well attended
- Municipal Council Report
  - No additions to reports
- Library Board Report
  - Roundtable of good news stories and events attended were shared
- Board Committee Reports
  - Finance Committee
    - Reports provided in Section 8 of Agenda
  - The Board Chair advised the Board of the need to strike a Board Legacy Committee and asked for volunteers; Committee Members will be Anne Smith (Ex-Officio), Jennifer Richardson and Cynthia Gordon.
  - Truth & Reconciliation Committee will meet on April 27, 2026 to practice book wrapping, as part of the Canadian Library Project that was created to spread awareness of missing and murdered indigenous women, girls and 2 Spirit persons (MMIWG2S). The book wrapping event will take place at Lakeshore Library, Tuesday, May 5, from 6:00pm-7:30pm.
- Health & Safety Update
  - March meeting minutes were included in package
- Library Associations Report
  - Upcoming OLS Board Assembly Meeting – May 19, 2026

**Motion #2026.15**

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

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) LIB-04-2026 - Annual Report for 2025

**Motion #2026.16**

**Moved by:** Jennifer Richardson  
**Seconded by:** Cynthia Gordon

THAT the Staff report LIB-04-2026 – Annual Report for 2025 be received.

**CARRIED.**

- b) LIB-05-2026 – 2025 Programming Trends

**Motion #2026.17**

**Moved by:** Cynthia Gordon  
**Seconded by:** Rob Nicol

THAT the Staff report LIB-05-2026 – 2025 Programming Trends be received

**CARRIED.**

- c) LIB-06-2026 - 2025 Year End Financial Results

**Motion #2026.18**

**Moved by:** Rhonda Flanagan  
**Seconded by:** Sue Bennett

THAT the Committee Report LIB-06-2026 regarding the 2025 Year-End Results be received; and THAT the recommendations regarding the 2025 Donation Reserves contained therein, be approved as presented.

**CARRIED.**

d) LIB-07-2026 Q1 2026 Finance Report

**Motion #2026.19**

**Moved by:** Rob Saunders  
**Seconded by:** Cynthia Gordon

THAT the Committee Report LIB-07-2026 regarding the Q1 2026 Operating and Capital results be received; and FURTHER THAT the recommendations regarding LIB42 be approved as presented.

**CARRIED.**

e) LIB-08-2026 – Library Fees and Charges

**Motion #2026.20**

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

THAT the Staff Report LIB-08-2026 Library Fees and Charges be received and the recommendations contained therein be approved.

**CARRIED.**

f) LIB-09-2026 – Procurement of Digital Archive Infrastructure Services

**Motion #2026.21**

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

THAT the Staff Report LIB-09-2026 Procurement of Digital Archive Infrastructure Services be received and the recommendations contained therein be approved.

**CARRIED.**

g) LIB-10-2026 – Laser Cutter Replacement

**Motion #2026.22**

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

THAT the Staff Report LIB-10-2026 Laser Cutter Replacement be received and the recommendations contained therein be approved.

**CARRIED.**

## 9. BUSINESS ARISING

None at time of agenda creation

## 10. POLICY

- a) **EMPLOYMENT** – Conflict of Interest Policy #E-2026-09
- b) **EMPLOYMENT** – Flexible Work Arrangement Policy # E-2026-10
- c) **OPERATING & TECHNOLOGY** – The Library and Political Elections Policy #2026-11
- d) **OPERATING & TECHNOLOGY** - Membership & Borrowing Policy #2026-12
- e) **OPERATING & TECHNOLOGY** - Room Rental Policy #2026-13

### Motion #2026.23

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

THAT the EMPLOYMENT – Conflict of Interest Policy #E-2026-09; the EMPLOYMENT – Flexible Work Arrangement Policy # E-2026-10; the OPERATING & TECHNOLOGY – The Library and Political Elections Policy #2026-11; the OPERATING & TECHNOLOGY - Membership & Borrowing Policy #2026-12; and the OPERATING & TECHNOLOGY - Room Rental Policy #2026-13 be approved as presented.

**CARRIED.**

## 11. STRATEGIC ISSUES

There were no Strategic Issues to discuss this month.

## 12. NEW BUSINESS

No new business

## 13. COMMENTS AND ANNOUNCEMENTS

- a) Calendar of Events
  - o Links for Library and Community events were shared in the agenda.

## 14. 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-2023-03.

**Motion #2026.24**

**Moved by:** Rob Saunders  
**Seconded by:** Jennifer Richardson

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-2023-03 to deal with:

- a) litigation or potential litigation, including matters before administrative tribunals, affecting the board

**CARRIED.**

**Motion #2026.25**

**Moved by:** Rhonda Flanagan  
**Seconded by:** Cynthia Gordon

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

**CARRIED.**

**15. ADJOURNMENT**

**Motion #2026.26**

**Moved by:** Rob Nicol

THAT the meeting be adjourned at 8:28 p.m.

**CARRIED.**

**DATE OF THE NEXT MEETING**

The next Library Board meeting will be held on  
**Tuesday, May 19, 2026 at 6:30 p.m.**  
**Innisfil ideaLAB & Library – Lakeshore Branch – Boardroom**



**Anne Smith, Board Chair**



**Erin Scuccimarri, Secretary**