

**INNISFIL PUBLIC LIBRARY BOARD
MEETING MINUTES
Monday, October 16, 2023 – 7:00 p.m.
Lakeshore Library – Community Room**

In Attendance: Anne Smith, Rob Nicol, Councillor Jennifer Richardson, Councillor Robert Saunders, Barb Baguley, Sue Bennett, Rhonda Flanagan, Cynthia Gordon, Raj Grover
Staff in Attendance: Erin Scuccimarri, Jennifer Miyasaki, Megan Legg, Max Lupo
Regrets: None

1. CALL TO ORDER, WELCOME AND LAND ACKNOWLEDGEMENT

- The meeting was called to order at 7:30 p.m.
- The Board Chair delivered the Land Acknowledgement Statement.

2. APPROVAL OF AGENDA

Motion #2023.70

Moved by: Jennifer Richardson
Seconded by: Barb Baguley

THAT the agenda of the October 16, 2023, meeting be approved as presented.
CARRIED.

3. DISCLOSURES OF PECUNIARY INTEREST

There were no disclosures of pecuniary interest.

4. DELEGATIONS TO THE BOARD

- Megan Legg and Max Lupo provided a slideshow outlining the Programs & Services for Seniors and the grants that assist in funding these initiatives.
- The presentation was followed by a brief Q & A.

CONSENT AGENDA

5. Approval of Previous Minutes

6. Correspondence

7. Reports for Information

- CEO Report
 - MakerFEST was well attended
 - Short Story Contest – Our guest author was in-person this year for the first time since COVID
 - Author event with Vincent Lam; the first large in-person author event since COVID

- 80+ people in attendance for song circle to celebrate Patty McLaughlin's birthday
 - Mother Daughter Empower event hosted in our space was well attended
- Municipal Council Report
 - No additional comments
- Library Board Report
 - Roundtable sharing included:
 - Simcoe Reads – Raj Grover is our champion for this event
 - Legion hosted an Oktoberfest
 - Youth Darts at the Legion; Kid's BINGO
 - Vice Board Chair Nicol attended the RVH Foundation Cabinet Meeting; participated in annual Pumpkin carving contest
 - CEO spoke on a panel for an OLA event; community-led approach to librarianship

Committee Updates:

- Fundraising Committee
 - Met October 16th – event planned for February 29, working on details and sourcing vendors, etc.
 - Will work on messaging/banner to accompany the Tip Tap which outlines where donation dollars will be dedicated
- Truth & Reconciliation Committee
 - No updates at this time
- CEO Evaluation Committee
 - Committee met on October 5th to coordinate the appraisal process
 - CEO and Executive Assistant were present to assist in creating an appraisal form with the Committee
 - Committee recommends 3 evaluations per each Board term (2024, 2025, 2026)
 - Timeline for the 2024 evaluation:
 - Create fillable PDF appraisal form; send out by end of October with a return date by mid November
 - CEO Self Evaluation on October 30
 - Committee will meet on December 5th to review appraisal results
 - January Board Meeting – share results in camera with Board
 - January 30th – review results with CEO
- Health & Safety Update
 - Minutes included in package
 - No other updates

Motion #2023.71

Moved by: Rhonda Flanagan
Seconded by: Rob Nicol

THAT the consent agenda items 5a.01.01 to 7e.02.01, and the recommendations contained therein be approved as presented.

CARRIED.

AGENDA**8. REPORTS FOR ACTION**

- a) Staff Report LIB-10-2023 Mileage Reimbursement Rate Change.

Motion #2023.72

Moved by: Sue Bennett
Seconded by: Jennifer Richardson

THAT the Staff Report LIB-10-2023 Mileage Reimbursement Rate Change be received and the recommendations contained therein be approved as presented.

CARRIED.

9. BUSINESS ARISING

- a) 2021 Unaudited Draft Financial Statements

Motion #2023.73

Moved by: Barb Baguley
Seconded by: Rob Nicol

THAT the 2021 Unaudited Draft Financial Statements be approved as presented.

CARRIED.

- b) 2022 Unaudited Draft Financial Statements

Motion #2023.74

Moved by: Raj Grover
Seconded by: Sue Bennett

THAT the 2022 Unaudited Draft Financial Statements be approved as presented.

CARRIED.

10. POLICY

- a) **EMPLOYMENT** – Staff Code of Conduct Policy #E-2023-22
- b) **EMPLOYMENT** – Corrective Action Policy #E-2023-23

Motion #2023.75

Moved by: Cynthia Gordon
Seconded by: Rob Saunders

THAT the EMPLOYMENT – Staff Code of Conduct Policy #E-2023-22 and the EMPLOYMENT – Corrective Action Policy #E-2023-23 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 Link to Library offerings was provided in the agenda.

14. IN CAMERA

No in camera

15. ADJOURNMENT

Motion #2023.76
Moved by: Barb Baguley

THAT the meeting be adjourned at 8:38 p.m.

CARRIED.

DATE OF THE NEXT MEETING

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



Rob Nicol, Board Vice Chair



Erin Scuccimarri, Secretary

