

**INNISFIL PUBLIC LIBRARY BOARD  
MEETING MINUTES  
Tuesday, February 20, 2024 – 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, Mandy Pethick, Jennifer Miyasaki,  
Ashley Garcia  
**Regrets:** None

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

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

**2. APPROVAL OF AGENDA**

**Motion #2024.10**

**Moved by:** Jennifer Richardson  
**Seconded by:** Barb Baguley

THAT the agenda of the February 20, 2024, meeting be approved as presented.

**CARRIED.**

**3. DISCLOSURES OF PECUNIARY INTEREST**

There were no disclosures of pecuniary interest.

**4. DELEGATIONS TO THE BOARD**

- a) Equity, Diversity & Inclusion in Collection Management – Mandy Pethick
- Mandy Pethick shared a presentation outlining collection management, including process in curating a diverse collection
  - The presentation was followed by a brief Q & A
  - The slides were shared via email with the Board

## **CONSENT AGENDA**

### **5. Approval of Previous Minutes**

### **6. Correspondence**

### **7. Reports for Information**

- CEO Report
  - The CEO highlighted that the Short Story Contest awards took place last month; this year was the most submissions ever received
  - An AI presentation is taking place at an upcoming staff meeting; Board members are welcome to attend the March 25, 2024 session
- Municipal Council Report
  - No additions
- Library Board Report
  - Roundtable of events attended by Board and Staff and upcoming events in our community. Items shared included:
    - Attendance at Board Boot Camp at the OLA Superconference
    - Looking for volunteers on the Accessibility Council to assist with school visits
    - InnisFULL; Youth darts on at Lions Hall
    - Powwow at Georgian College on March 9, 2024 at noon
    - Polar Bear Plunge to raise funds for RVH on March 9, 2024

#### **Committee Updates:**

- Fundraising Committee
  - Committee met February 20, 2024
  - Spark planning is going smoothly with Staff and Community looking forward to the event; updates on ticket sales, sponsorships and prizes received to date.
- CEO Evaluation Committee
  - Deferred to in-camera; agenda item 14.
- Health & Safety Update
  - JHSC Minutes included in package; no other updates

#### **Motion #2024.11**

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

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

**CARRIED.**

## **AGENDA**

### **8. REPORTS FOR ACTION**

- a) Staff Report LIB-03-2024 Collections Usage 2023

#### **Motion #2024.12**

**Moved by:** Raj Grover

**Seconded by:** Rob Nicol

THAT the Staff Report LIB-03-2024 Collections Usage 2023 be received for information.

**CARRIED.**

### **9. BUSINESS ARISING**

No business arising

### **10. POLICY**

- a) **EMPLOYMENT** – Dress Code Policy #E-2024-03
- b) **EMPLOYMENT** – Professional and Associations Memberships Policy #E-2024-04
- c) **EMPLOYMENT** – Recognition of Life Events Policy #E-2024-05
- d) **EMPLOYMENT** – Staff Recognition Policy #E-2024-06

#### **Motion #2024.13**

**Moved by:** Jennifer Richardson

**Seconded by:** Sue Bennett

THAT the EMPLOYMENT – Dress Code Policy #E-2024-03, the EMPLOYMENT – Professional and Association Memberships Policy #E-2024-04 the EMPLOYMENT – Recognition of Life Events Policy #E-2024-05 and the EMPLOYMENT – Staff Recognition Policy #E-2024-06 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**

- 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 #2024.14**

**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) Personal matters about an identifiable individual, including municipal employees.

**CARRIED.**

**Motion #2024.15**

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

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

**CARRIED.**

**Motion #2024.16**

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

THAT the CEO Appraisal Committee, having achieved their mandate of preparing, performing and providing recommendations regarding the annual CEO Appraisal, be disbanded.

**CARRIED.**

**15. ADJOURNMENT**

**Motion #2024.17**

**Moved by:** Barb Baguley

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  
**Monday, March 18, 2024 at 7:00 p.m.**  
**Innisfil Public Library & ideaLAB – Lakeshore Branch – Community Room**



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**Anne Smith, Board Chair**



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**Erin Scuccimarri, Secretary**

