

**INNISFIL PUBLIC LIBRARY BOARD  
MEETING MINUTES  
Monday, January 15, 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, Kathryn Schoutsen, Jennifer Miyasaki  
**Regrets:** None

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

- The meeting was called to order at 7:00 p.m.
- The Board Chair delivered the Land Acknowledgement Statement.

**2. APPROVAL OF AGENDA**

**Motion #2024.01**

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

THAT the agenda of the January 15, 2024, 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) Spark Fundraiser

- Kathryn Schoutsen joined the meeting to provide an overview of our upcoming fundraiser event "Spark"
- Details of the event were provided in a short presentation along with some of the initiatives the funds raised will pay for (seniors kits, short story contest)
- Requests of the Board for the event were outlined; Executive Assistant to send out reminder to Board prior to February Meeting
- Presentation and other relevant information for the event will be shared.

## **CONSENT AGENDA**

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

### **6. Correspondence**

- The Board Chair asked about cyber security plan given the recent attacks on other libraries
- The CEO provided information about our processes and current plans, as well as the ongoing training for all staff

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

- CEO Report
  - The CEO highlighted the drop in HackLAB programs we hosted in December; allowed all ages to participate without requiring registration; received very positive feedback
- Municipal Council Report
  - No additions
- Library Board Report
  - Roundtable of events attended by Board and Staff and upcoming events in our community

#### **Committee Updates:**

- Fundraising Committee
  - Met on January 8, 2024
  - Kathryn Schoutsen provided information in Section 4 (Delegation to Board)
  - Tip Tap Banner is up; can we do more outreach with Tip Tap to increase our fundraising
- Truth & Reconciliation Committee
  - Met on January 8, 2024
  - Committee is working on revising the Land Acknowledgement statement
- CEO Evaluation Committee
  - Deferred to In-Camera session at end of meeting
- Health & Safety Update
  - JHSC Minutes included in package; no other updates

#### **Motion #2024.02**

**Moved by:** Barb Baguely  
**Seconded by:** Raj Grover

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-01-2024 Statutory Holidays 2024 and New Year's Day 2025.

#### **Motion #2024.03**

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

THAT the Staff Report LIB-01-2024 Statutory Holidays 2024 and New Year's Day 2025 be approved as presented.

**CARRIED.**

- b) Multi-Year Accessibility Plan Progress Report.
- Minor updates to report; accessible privacy pod installed at Cookstown.

#### **Motion #2024.04**

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

THAT the Multi-Year Accessibility Progress Report be approved as presented.

**CARRIED.**

- c) Staff Report LIB-02-2024 Building Safer Communities Fund
- The CEO provided an overview of the report and the funds the library will be receiving over the next 3 years; the grant will allow us to hire a youth programmer to work on engagement strategies and initiatives.

#### **Motion #2024.05**

**Moved by:** Raj Grover  
**Seconded by:** Sue Bennett

THAT the Staff Report LIB-02-2024 Building Safer Communities Fund be received.

**CARRIED.**

### **9. BUSINESS ARISING**

No business arising

**10. POLICY**

- a) **OPERATING & TECHNOLOGY** – *Advertising Policy for Library Signs #2024-01*
- b) **OPERATING & TECHNOLOGY** – *Community Information & Display Policy #2024-02*

**Motion #2024.06**

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

THAT the OPERATING & TECHNOLOGY – Advertising Policy for Library Signs #2024-01 and the OPERATING & TECHNOLOGY – Community Information & Display Policy #2024-02 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 #2024.07**

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

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 #2024.08**

**Moved by:** Jennifer Richardson

**Seconded by:** Rob Saunders

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

**CARRIED.**

**15. ADJOURNMENT**

**Motion #2024.09**

**Moved by:** Barb Baguley

THAT the meeting be adjourned at 8:17 p.m.

**CARRIED.**

**DATE OF THE NEXT MEETING**

The next Library Board meeting will be held on

**Tuesday, February 20, 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**

