

## MINUTES

**Present:** B. Hutchinson (Chair), E. Brown, R. Hallam, J. Wolochatiuk,  
D. Smith, M. Walton, C. Robinson, C. Bergstrom (CEO).

**Regrets:**

1. Call to order by the Chair, B. Hutchinson, at 7:03pm.
2. Approval of the agenda  
Motion: To approve the agenda for January 10, 2023  
Moved by: M. Walton      Seconded by: C. Robinson      CARRIED
3. Delegation/guests – none
4. Consent agenda
  - 4.1 Approval of the Minutes of the November 2022 Meeting
  - 4.2 Ad hoc/Standing Committee Reports – none
  - 4.3 Board Chair Report – none
  - 4.4 Friends of the Library – none
  - 4.5 OLS Trustee Report – none
  - 4.6 Strategic Planning Committee – noneMotion: To approve the Consent Agenda  
Moved by: J. Wolochatiuk      Seconded by: C. Robinson      CARRIED
5. Business arising - none
6. Library Expansion & Fundraising Update  
B. Hutchinson and C. Bergstrom updated the Board on the status of the Muskoka Lumber Community Centre Project. At the time of the meeting the Fundraising Committee for the Muskoka Lumber Community Centre was on a temporary break. E. Brown stated that she and C. Bergstrom would be resuming fundraising efforts in the near future.
7. Correspondence – C. Bergstrom shared a note of thanks to the Library for their efforts with the Santa for Senior's Program received from a local family whose family member received gifts through the program.
8. CEO Report - C. Bergstrom discussed highlights of the previously provided CEO report. J. Wolochatiuk inquired about the implementation date for the new ILS. C. Bergstrom noted that the projected launch date for the new software is April of 2023. E. Brown inquired about training for the Board on the new portal. C. Bergstrom stated that the new Board would be given a walk-through at the first meeting and that any Board member could ask for a group or individual follow-up training session with her at any time.
9. Financial Report - B. Hutchinson and C. Bergstrom discussed the previously supplied Finance Committee Report. There were no questions and no Board approvals needed at this time.
10. Policy Committee Report
  - 10.1. GOV-07: Purpose & Duties of the Board: The board reviewed the updated policy. There were no concerns or questions.

Motion: To approve GOV-07: Purpose & Duties of the Board  
Moved by: R. Hallam Seconded by: J. Wolochatiuk CARRIED

- 10.2. OP-13: Accessible Customer Service. The board reviewed the updated policy. There were no questions or concerns.

Motion to approve the updated policy OP-13: Accessible Customer Service  
Moved by M. Walton Seconded by: C. Robinson CARRIED

- 10.3. OP-24: Workplace Violence  
The board reviewed the new policy. There were no concerns or questions.

Motion to approve OP-24: Workplace Violence  
Moved by: R. Hallam Seconded by: B. Hutchinson CARRIED

- 10.4. OP-03: Confidentiality  
The board reviewed the new policy. The policy was deferred for approval by the new Board.

Motion to defer OP-03: Confidentiality  
Moved by: M. Walton Seconded by: C. Robinson CARRIED

#### 11. New Business

- 11.1. New Board: Process and procedures for appointment and first meeting.  
C. Bergstrom reviewed the process for appointment to the Library Board as defined by the Town, in adherence with the Public Libraries Act. B. Hutchinson discussed the process of elections that will occur at the first meeting of the new Board.
- 11.2. Board Portal Sneak Peek: C. Bergstrom gave the Board a virtual tour of the progress on the new Board Portal on the website.

12. Date of next meeting – Tuesday, February 14, 2023 @ 7pm via Zoom.

13. Adjournment – As all items on the agenda were addressed, the Chair adjourned the meeting at 8:33pm.