

**The City of Kawartha Lakes  
Public Library**

**Public Library Board Meeting**

**Minutes**

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**Thursday, February 3, 2022 at 5:00 p.m.**

**Online via Video Conferencing**

**190 Kent Street West, Lindsay, ON K9V 2Y6**

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**Members**

Roger Clements  
Vanessa Doucet-Roche  
Susan Ferguson  
Gail O'Neill Jackson  
Frank Morris  
Shirley Norman  
Andrew Veale  
Pat Warren  
Kate Winn

**Members Absent**

**Meeting #LB2022-01**

**1. Call to Order**

The Chair called the meeting to order at 5:00 p.m., with the following members present:

R. Clements, V. Doucet-Roche, S. Ferguson, G. Jackson, F. Morris, S. Norman,  
A. Veale, P. Warren and K. Winn

Staff present: J. Anderson / M. Junkin (Notetaker)

**2. Chairs Remarks**

The Chair noted that the meeting was taking place via videoconferencing again and asked all Board Members to ensure that their voices were heard through this medium.

**3. Adoption of the Agenda**

**RESOLVED THAT** the agenda for the City of Kawartha Lakes Public Library Board Meeting of 3 February, 2022 be adopted as circulated.

Moved by: P. Warren  
Seconded by: S. Norman

CARRIED

**4. Declaration of Pecuniary Interest**

**NONE declared**

**5. Deputations / Presentations**

R. Taylor (CKL CAO) gave the Board an overview of the City's ongoing Pandemic Response. He also explained plans for the City's Pandemic Recovery. The concept of "Community Service Hubs" and the library's possible role in this locations was also introduced.

S. Ferguson asked who bore the costs of the City's rapid testing centres for unvaccinated staff. R. Taylor advised that the province provided the test kits free of charge. CKL provided the building space and staff to administer the tests. Unvaccinated staff attended the Rapid Testing Center on their own time.

S. Norman inquired about different vaccination policies for various CKL departments. R. Taylor advised that these were based on provincial directives for general municipal staff as well as nursing home and paramedic staff.

P. Warren pre-circulated a presentation on Mishkodeh's efforts to establish a Centre for Indigenous Learning in Bobcaygeon. The Board agreed to submit a letter of support for Mishkodeh.

**RESOLVED THAT** Library Board provide a letter of support for the Mishkodeh Centre for Indigenous Learning.

Moved by: A. Veale  
Seconded by: K. Winn

**CARRIED  
LIB2022-03**

### **Consent Agenda**

#### **6. Minutes**

6.1 Draft Library Board Minutes of the 2 December, 2021 Meeting

#### **7. Correspondence**

**NONE**

### **Consent Agenda End**

**RESOLVED THAT** the Consent Agenda be approved as presented.

Moved by: S. Norman  
Seconded by: F. Morris

**CARRIED**

#### **8. Reports**

##### **8.1 Library Financial Statement – December 2021 – J. Anderson – Written Report**

J. Anderson advised the Board that 2021 revenues and expenditures are in-line with projections and estimates.

J. Anderson will ask that Treasurer Daynes attend the March meeting with final 2021 figures.

## **8.2 Library CEO's Report – February 2022 - J. Anderson – Written**

J. Anderson noted that the security service at the Lindsay branch is part of a pilot program that will be reviewed at the end of March 2022.

## **8.3 Performance Indicators – Annual 2021 - J. Anderson – Written**

F. Morris inquired about the increase in circulation at Dalton branch by 32%.

J. Anderson noted that a different staff member has been in place at this branch for the past year. They have taken a more outgoing approach than previous staff to connect patrons with library material.

F. Morris inquired about the Service Ontario statistics. J. Anderson noted that there was a period of time when the library received a grant in order to offer free printing of provincial documents. While the grant is no longer in place, some senior staff continue to note when they provide free photocopying and printing under this line. J. Anderson will instruct staff to remove this line from record keeping going forward.

G. Jackson complimented staff on the creation of YouTube videos. S. Norman added that these are excellent marketing tools for the library.

## **9. New Business**

### **9.1 Bobcaygeon Update – J. Anderson – Verbal Report**

J. Anderson informed the Board that MVW Construction was awarded the contract and work has begun on renovating the new location.

P. Warren asked if the July 2022 completion date listed in the bid was still feasible and if there was a clause in the contract that would impose penalties if work was not complete by that time. J. Anderson stated that there is such a clause and that the library expects to move in by fall 2022.

S. Ferguson noted that the library has received letters bemoaning the move from the current Bobcaygeon branch location. S. Ferguson praised the Library CEO's positive approach in responding to these criticisms.

### **9.2 Board Self Evaluation – S. Norman/V. Doucet-Roche/K. Winn – Written Report**

S. Norman noted that there were between two to five responses on each question that were more negative than what was anticipated.

It was agreed that there will be time in the March meeting to further delve into the evaluation responses and decide on the best route to address findings.

**9.3 Draft 2022 CEO Work Plan – J. Anderson – Written Report LIBR2022-01**

**Resolved That** the Kawartha Lakes Public Library Board accepts the **2022 CEO Work Plan** as presented.

Moved by: G. Jackson  
Seconded by: R. Clement

**CARRIED  
LIB2022-01**

Discussion:

S. Ferguson noted that a Performance Review of the CEO 2021 Work Plan needs to be undertaken. It was proposed to select a committee at the March 2022 meeting that will conduct this review.

**10. Policy Review**

**10.1 Privacy Policy – J. Anderson – Written Report LIBR2022-02**

**Resolved That** the Kawartha Lakes Public Library Board accepts the **Privacy Policy** as amended.

Moved by: P. Warren  
Seconded by: R. Clement

**CARRIED  
LIB2022-02**

Discussion:

F. Morris inquired why the age delineation in clause 6.1.1 was 16 years and not 18 years. J. Anderson replied that it is library practice to list an account as “Adult” for those patrons 16 years of age and older. J. Anderson will ensure that “Children” accounts are listed as “under the age of 16”.

F. Morris inquired as to the frequency of purging information from patron’s accounts as well as the removal of inactive patron accounts. J. Anderson will have the Technical Services Specialist inquire with other library systems to ascertain a standard period for retention. M. Junkin noted that the information within patron records was removed by staff as soon as it was no longer relevant. It was also clarified that all patron information is solely retained in the integrated library system – no paper records are kept.

**10.2 Trustee Description – Information**

Tabled.

**11. Closed Session**

NONE

**12. Business Arising From Closed Session**

NONE

**13. Adjournment**

**RESOLVED THAT** the Library Board adjourns at 6:49 pm.

Moved by: P. Warren

**14. Next Meeting**

The next scheduled meeting of the City of Kawartha Lakes Public Library Board is to be held on 3 March, 2022 at 5:00 p.m. at the Lindsay Branch.

**Attachments**

**Consent Agenda**

- A. Draft Minutes of the Library Board Meeting – 2 December, 2021
- B. Financial Statement – December 2021
- C. CEO Report – February 2022
- D. Performance Indicators – Annual 2021
- E. Board Self Evaluation
- F. Draft 2022 CEO Work Plan – Report LIBR2022-01
- G. Privacy Policy – Report LIBR2022-02
- H. Trustee Description
- I. Winter 2021 Newsletter
- J. Library in the Media
  - a. Lindsay Advocate – Great Reads – December 2021
  - b. Lindsay Advocate – Roses & Thorns – December 2021
  - c. Lindsay Advocate – Great Reads – January 2022