The Township of Muskoka Lakes Public Library Board
MINUTES - REGULAR LIBRARY BOARD MEETING
September 16, 2025

A Regular Meeting of The Township of Muskoka Lakes Public Library Board was held on Tuesday September 16, 2025 at 1pm at the Norma and Miller Alloway Muskoka Lakes Public Library (Port Carling Branch) of the Muskoka Lakes Public Library system.

PRESENT:
Heidi Berninger
Marg Buddo
Doug Crichton
Valerie Duke – Board Chair
Mary Ellen McIntyre – Councillor
Andrew Whitfield – CEO, Secretary Treasurer
Barb Bridgeman
Deborah Stokes

REGRETS:
None

01. Call to order

a. V. Duke called the meeting to order at 12:59pm

02. Respect and Acknowledgement Declaration

> "The Muskoka Lakes Public Library acknowledges that these lands and waters are the traditional homeland of the Ojibway Nation and the Huron /Wendat Nation and includes the Wahta Mohawks Nation and communities of the Metis Nation of Ontario. We acknowledge their stewardship throughout the ages."

03. Disclosure of Pecuniary Interest

a. None declared.

04. Adoption of Agenda

a. Consideration of a resolution to adopt the Library Board agenda dated September 16, 2025.

Resolution Number 1 -09/16/25
Moved by M. McIntyre; Seconded by H. Berninger; be it resolved that the Library Board agenda be adopted.

Carried.

05. Receipt/Adoption of Minutes

Regular Meeting Minutes – June 10, 2025
M. Buddo wanted to update as amended (add an E) to meeting.

a. Consideration of a resolution to adopt the Library Board minutes as amended for the Regular Meeting on June 16, 2025.

Resolution Number 2-09/16/25
Moved by B. Bridgeman; Seconded by H. Berninger; be it resolved that the Library Board adopts the minutes as amended. Carried.

Special Meeting – August 18, 2025
Added in time of adjournment and list of attendees.

b. Consideration of a resolution to adopt the Library Board special meeting minutes as amended for August 18, 2025.

Resolution Number 3-09/16/25
Moved by H. Berninger; Seconded by M. Buddo; be it resolved that the Library Board adopt the special meeting minutes as amended. Carried.

06. Business Arising from the Minutes

a. Board Plan Checklist discussion/MOU Review/CEO Goals

Discussion held around the checklist, MOU and CEO goals. Will add accreditation check in to the board checklist for early in year 4 as well as in the Spring. CEO to send out checklist for further discussion and updates. CEO Goals, and a more formal overview of goals and methods will be provided after the next meeting with the CEO evaluation.

b. MLPL 2026 Budget, Development Charge, and Reserves update

High level overview provided by CEO to the Board after discussions and consultations with members of the Financial Services department. Between DC funds, and existing library reserves, the library appears to be okay until the end of 2026 but will need to begin making regular contributions to reserves in order to fund upcoming capital projects. Budget is being presented in draft form on Sept. 17 to council and the public and will continue to evolve before final presentation/submission on November 4th. CEO to provide another update at the October meeting.

CEO to also send out some examples of types of consultant reports similar to what MLPL will be looking for prior to next meeting.

c. Archive Committee Update

Update provided. Took a brief hiatus in the summer but looking to build momentum back up in the fall. Committee looking to regroup at the end of September or early October.

d. Mural Update

Update provided. Plaque is 99% complete. Artist will be coming back before the end of September to apply a protective topcoat to the murals.

7. Correspondence/Information Items

a. Sept 4, 2025 – OLS Board Assembly Meetings
b. Sept 10, 2025 – FOPL Member Update

M. Buddo will be attending the October 30th assembly meeting. Close attention being paid to Development charge legislation and how they impact library funding.

08. Financial

a. June variance report

b. June restricted accounts summary

c. Consideration of a resolution to accept the June financials statements

Resolution Number 4-09/16/25
Moved by M. McIntyre; Seconded by M. Buddo; be it resolved that the June 2025 financial statements be accepted as presented. Carried.

d. June Scotiabank Statement
e. July variance report
f. July restricted accounts summary

g. Consideration of a resolution to accept the July financials statements

Resolution Number 5-09/16/25
Moved by B. Bridgeman; Seconded by D. Crichton; be it resolved that the July 2025 financial statements be accepted as presented. Carried.

h. July Scotiabank Statement
i. August variance report
j. August restricted accounts summary

k. Consideration of a resolution to accept the August financials statements

Resolution Number 6-09/16/25
Moved by D. Crichton; Seconded by H. Berninger; be it resolved that the August 2025 financial statements be accepted as presented. Carried.

l. August Scotiabank Statement

m. PLOG Submission – Update

CEO confirmed he will be submitting PLOG by weeks end (due date of mid-October). Advised that new this year was a request for names and term of all board members as well as the date of the last by-law passed establishing the library.

09. Reports

a. CEO Report – June – August, 2025
b. Council Report – August 2025

Discussions held around both reports.

10. Policy Development and Review

a. CEO mentioned ensuring that procurement was added to the policy review as the Township is updating their policy.

11. New and Unfinished Business

a. Archive Room naming
   Archive Committee to think up some ideas with the goal being to have an official unveiling by (or before) December.

b. Vulnerable Sector Update
   Update provided on status. All staff will have a recent VSC and/or a declaration on file within the next month or two. The majority already do.

c. OLA Super Conference
   CEO encouraged board members to take a look at the conference offerings and consider attending for a day or two.

12. Closed Session

13. Adjournment

a. Consideration of a resolution to adjourn.

   Resolution Number 7-09/16/25
   Moved by H. Berninger; Seconded by M. McIntyre; be it resolved that the meting adjourn at 2:28pm and the next regular meeting of the Board will be held on October 14, 2025 at 1:00pm.

CHAIRPERSON: ______________________

SECRETARY: ______________________

APPROVED: October 14, 2025