The Township of Muskoka Lakes Public Library Board
AGENDA - REGULAR LIBRARY BOARD MEETING
Tuesday August 11, 2026

A Regular Meeting of The Township of Muskoka Lakes Public Library Board was held on August 11, 2026 at 1pm at the Norma and Miller Alloway Muskoka Lakes Library (Port Carling Branch) of the Muskoka Lakes Public Library.

Present:
Heidi Berninger – Vice Chair (Virtual)
Deb Stokes
Val Duke - Chair
Marg Buddo
Andrew Whitfield
Barb Bridgeman

Regrets:
Mary Ellen McIntyre
Doug Crichton

1. **Call to order**
   V. Duke called to order at 1:03pm

2. **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."

3. **Disclosure of Pecuniary Interest**
   None delcared

4. **Adoption of Agenda**

a. Regular Meeting – August 11, 2026

Agenda amended to move item 7h (BDO Review) to item 6a. Consideration of a resolution to adopt the Library Board Agenda dated August 11, 2026, as amended.

Resolution Number 1 -08/11/26
Moved by B. Bridgeman; Seconded by M. Buddo; be it resolved that the Library Board agenda be adopted as amended.

Carried.

5. Receipt/Adoption of Minutes

a. Regular Meeting – June 9, 2026

Consideration of a resolution to adopt the meeting minutes for the June 9, 2026 Board Meeting.

Resolution 2 – 08/11/26
Moved by D. Stokes; Seconded by B. Bridgeman; be it resolved that the Library Board Minutes for June 9, 2026, be adopted.

Carried.

6. Business Arising from the Minutes

a. BDO Review with Marilyn Jeffrey, Deputy Treasurer

The Board had a walkthrough of the BDO Engagement review and had an opportunity to ask questions of the Deputy Treasurer. The library ended 2025 with a surplus of ~$15,000 vs. the budgeted deficit. This was mainly due to small savings in staffing costs due to turnover, as well as revenue coming in slightly ahead of budget. Accumulated surplus grew to just under $487,000.

The Board had questions about how much the Library has in their DC Reserve, and how much can we allot. CEO will work with Deputy Treasurer to get those answers and report back.

Consideration of a resolution to approve the BDO draft engagement as presented.

Resolution 3 – 08/11/26
Moved by M. Buddo' Seconded by D. Stokes; be it resolved that the Library Board approve the 2025 BDO Engagement Review as presented by M. Jeffery.

Carried.

Resolution 3 – 08/11/26 – Approve BDO Draft Engagement Review

b. Library Service and Space Review – Update from CEO

Survey has drawn strong response — 276 respondents as of last count. For context, the Hanna Park input survey drew a little over 100 responses, so this is a strong showing by comparison. Still about a month left to run. On the stakeholder side, two questionnaires have been completed so far; consultants will be following up with the remaining stakeholders. Draft report was expected by end of the month and details shared with the Board when presented. More detail to come at the next Board meeting.

c. Board recruitment/succession planning – Update (further discussion under 11a.)

D. Stokes had reached out to all Board members since the last meeting in June and can confirm that, at this time, all members intend to re-apply. Defer further discussion to Item 11.

CEO Reviewed a mock-up website that can go live in September encouraging people to apply/keep an eye out for the opportunity to apply.

Request to add in timelines and application information and a link to the Committee page from the Township as well as application information.

d. Accreditation - Update

Self-evaluation and SharePoint/Teams site documentation ongoing. Audit is tentatively scheduled for mid-to-late October, pending confirmation/appointment of the auditor. Will update further at the next meeting.

7. Financial Documents

a. June 2026 Financial Statement

Consideration of a resolution to adopt the Library Financial statements for June, 2026.

Resolution 4 – 08/11/26
Moved by B. Bridgeman; Seconded by M.Buddo; be it resolved that the Library Board financial statement for June 2026 be adopted.

Carried.

b. June 2026 Restricted Statement
c. June 2026 Scotiabank Statement

d. July 2026 Financial Statement

Consideration of a resolution to adopt the Library Financial statements for July, 2026.

Resolution 5 – 08/11/26
Moved by D. Stokes; Seconded by M. Buddo; be it resolved that the Library Board financial statement for July 2026 be adopted.

Carried.

e. July 2026 Restricted Statement
f. July 2026 Scotiabank Statement

g. April 1 – June 30 – MLPL Scotiabank investment Statement
h. BDO Review/Approval of Financials (moved to item 6a.)

8. Reports

a. CEO Report – August 2026 Board Meeting

CEO reviewed report highlighting a very busy July. Library was equally as busy in early August and preparing for anniversary week celebrations running Aug 17–22.

July circulation: Port Carling physical circulation topped 4,000 items; Bala borrowing growing steadily; Library of Things and Community Pass usage strong.

CEO may bring forward a summer-staffing recommendation. Caretaker has given retirement notice effective end of January 2027.

Friends Silent Auction on pace to beat the $9,000 goal — flag staff time burden supporting the volunteer-led event.

2027 budget preview: submissions due to Township Sept 25; draft comes to Board in September.

9. Policy Development and Review

10. New and Unfinished Business

Request made to move the September Board meeting to Monday, September 21. It was agreed that would work for the majority in the room. CEO would confirm with other members and send out confirmation.

11. Closed Session

a. Board Succession Planning Discussion:

Consideration of a resolution to move in-camera at 2:32pm.

Resolution 7 – 08/11/26

Moved by M. Buddo; Seconded by D. Stokes. Be it resolved that the Board move into closed session at 2:32pm to discuss personal matters relating to identifiable individuals — including current Board members and prospective candidates for Board membership — in accordance with Section 16(3) of the Public Libraries Act. A. Whitfield left the meeting. Valerie Duke as recording secretary.

Carried.

Consideration of a resolution to move out of-camera at 2:42pm.

Resolution Number 8 — 08/11/26

Moved by M. Buddo ; seconded by H. Berninger ; be it resolved that the Muskoka Lakes Public Library Board moves out of camera at 2:42pm.

Carried.

12. Adjournment

Resolution Number 9 – 08/11/26

Moved by H. Berninger; seconded by B. Bridgeman; be it resolved that the meeting adjourn at 2:43pm and the next regular meeting of the Board will be held on Monday September 21 at 1:00pm.

____________________________ CHAIR PERSON

____________________________ SECRETARY

09.21.26 DATE