

**The City of Kawartha Lakes
Public Library**

**Public Library Board Meeting
Minutes**

Thursday, February 6, 2025 at 6:00 p.m.

**Online via Video Conferencing
& Meeting Room
Lindsay Branch**

190 Kent Street West, Lindsay, ON K9V 2Y6

Members

Coun. Dan Joyce
Susan Ferguson (via video conferencing)
Zac Miller
Joseph Mior (via videoconferencing)
Pamela Noble (via videoconferencing)
Shirley Norman (via videoconferencing)
Kate Winn (via videoconferencing)

Members Absent

Vanessa Doucet-Roche
Heather Stauble

Meeting #LB2025-01

1. Call to Order

The Chair called the meeting to order at 6:01p.m. with Coun. D. Joyce and Z. Miller attending in person. The following members attended the meeting via video conferencing: S. Ferguson, J. Mior, P. Noble, S. Norman and K. Winn.

Absent: V. Doucet-Roche and H. Stauble.

Staff present were Jamie Anderson and Marieke Junkin (Notetaker).

2. Chairs Remarks

The Chair welcomed everyone to the meeting and noted the challenge of ensuring that everyone was heard when the majority of members were attending via video conferencing.

3. Adoption of the Agenda

RESOLVED That the agenda for the City of Kawartha Lakes Public Library Board Meeting of February 6, 2025 be adopted as amended with the inclusion of item **9.4 Verbal Report on Omemee Lease.**

Moved: J. Mior
Seconded: Z. Miller

CARRIED

4. Declaration of Pecuniary Interest

None

5. Deputations / Presentations

None

Consent Agenda

6. Minutes

- 6.1 Draft Library Board Minutes of the December 5, 2024 Meeting

7. Correspondence

- 7.1 Friends of the Lindsay Library – Executive Meeting Minutes – November 20, 2024
7.2 Friends of the Lindsay Library – Executive Meeting Minutes – December 10, 2024
7.3 Friends of the Lindsay Library – AGM Newsletter – January 2025

Consent Agenda End

RESOLVED That the Consent Agenda be approved as circulated.

Moved: K. Winn
Seconded: D. Joyce

CARRIED

8. Reports

8.1 Library Financial Statement – December 2024 – J. Anderson – Written Report

J. Anderson noted that the financials listed are up to the end of the year but that there may still be some adjustment as final reviews by Treasury are conducted.

J. Anderson advised that about \$86,000.00 would be drawn from library reserves to balance the 2024 budget. This amount is in line with original projections and reflects funds previously authorized by the Board towards Lindsay Programs and Coboconk branch renovation projects.

J. Anderson noted that the Wages and Salary line was over from budgeted amounts but that this was out of the library's control due to wage increases negotiated as part of the 2024 Collective Agreement with unionized staff.

Coun. D. Joyce asked why the Collections and Library Supplies budget line appeared to be overspent. J. Anderson replied that new library shelving purchased for Coboconk and Lindsay Programs department were put under this budget line. When the budget

was initially prepared, the costs of these projects was not in place. The overages will be covered by reserves

S. Ferguson asked if the Library Board should be lobbying the Ontario government for support to offset costs incurred under the Computers: Hardware and Software line. J. Anderson replied that Federation of Ontario Public Libraries has been advocating that the Ontario government fund a Provincial Digital Library. This would include various suites of products that covered language learning, and products such as Gale and LinkedIn courses. These particular products, or similar resources, cost KLPL some \$50,000.00 annually. It is argued that having the province fund this suite of products may be a more economical way of supporting libraries as opposed to increasing the Public Libraries Operating Grant. S. Ferguson inquired if this is something the Library Board should ask CKL Council to endorse. J. Anderson will reach out to the City Clerk to see what process is best to recommend this. Coun. D. Joyce will provide some examples of other such requests. From this, J. Anderson will write up a letter to circulate amongst Board members prior to sending to Council.

8.2 Library CEO's Report – December2024/January 2025 - J. Anderson – Written Report

J. Anderson noted that due to safety and security concerns, washrooms in Lindsay branch would be closed for approximately 6 months. This is an extreme measure but it is felt that it is the library's only option to protect the safety of staff and library users.

J. Anderson noted that the washrooms in Lindsay branch have been a locus of problems for the library for several years. Despite several measures intended to curb the issue, including locking the doors and time limits on washroom usage, problems persist. Because the washrooms doors cannot be constantly monitored by staff or security, people often slip in to them unnoticed. Over the past year there has been an increase in what staff believe is drug use in the washrooms. Over the past few months, this has been a regular and ongoing issue.

Regularly one or both of the washrooms has to be closed because drug paraphernalia is littered around and bodily fluids need to be cleaned by janitorial staff. J. Anderson noted that the ongoing issue is causing a lot of concern and costing a lot of staff time to police and monitor

Coun. D. Joyce asked what other library systems were doing to address this issue. Some systems have had to go to the extent and close their washrooms. A large contributing factor to the issue at Lindsay Branch is that the washrooms are not observable by staff, security or the public in general.

S. Norman noted that drug use in public locations is a growing problem around Lindsay, and noted that Women's Resources has a security guard at every location in Lindsay to deal with this matter.

Z. Miller asked if this move will see drug use move to outside the library building. M. Junkin noted that library staff have observed drug use taking place on the grounds around the library for some time now. However, this drug use (unlike that taking place in washroom stalls) can be clearly identified and witnessed. This allows library staff to report the matter to police who will attend get those involved to move along.

J. Anderson noted that the library had considered installing cameras but where advised by police that cameras do not deter crime, they only help as an investigative tool to assist with identifying people after the crime.

J. Anderson will keep the Board updated on this.

Coun. D Joyce inquired if other library staff will do a 360 Feedback Evaluation.

RESOLVED That an annual evaluation of the Library CEO/Director be conducted.

Moved: S. Norman
Seconded: Coun. D. Joyce

**CARRIED
LIB2025-01**

Coun. D. Joyce expressed appreciation towards the upcoming staff training and team building session. S. Ferguson inquired if Board members were welcome to attend this session. J. Anderson suggested that Board members attend the social aspect of the event to allow staff maximum comfort during the de-escalation training portion of the day. J. Anderson will draw up an agenda, share among Board members and determine attendees.

8.3 Performance Indicators – Annual 2024, Q3 and Annual Comparators - J. Anderson – Written Report

J. Anderson indicated that performance indicators are on par with 2023. Physical visits were up in both Q4 and overall for the year. Physical circulation was down slightly but J. Anderson noted this is in part due to the month long closure of Lindsay branch. Program attendance was up slightly from 2023, for another “best year”.

Coun. D.Joyce clarified that the year listed at the top of the report was in error.

S.Ferguson asked that infographics with regards to overall visits, circulation and program attendance be included at the bottom of the abridged CEO report.

S. Norman expressed their consistent amazement at the number and quality of programs, most noticeably at how they were offered at the majority of branches and covered most age groups.

S. Norman asked if Council could be advised of how extensive, imaginative and creative programs are. Coun. D. Joyce noted that they provide a monthly update on library programs and services to Council and added that most councilors are very supportive of library.

M. Junkin suggested that the library's Marketing Assistant could develop a short video, shared with Council and posted on social media that provided an overview of library programs and services. Z. Miller added this could be done annually. J. Mior suggested this could be also included on the library's website.

9. New Business

9.1 2025 Reserve Spending – J. Anderson – Written Report LIBR2025-01

J. Anderson reported that library reserves are currently sitting at about \$760,000. He added that up to \$580,571 may need to be accessed in 2025 in order to offset upcoming project work at Lindsay and Fenelon Falls as well as wage increases for 2025. The renovation and new furniture and equipment could potentially require up to \$285,000 from reserves to complete, while the wage increases may draw a further \$295,517 from reserves.

J. Anderson noted that at this time it was unsure when exactly renovations at Fenelon Falls would commence. Building and Property has their work spread over 2025 and 2026. This might delay the spending of reserve funds on this particular project until 2026 but at present, the library is targeting their share of purchasing for the 2025 budget year.

Resolved That the Kawartha Lakes Public Library Board approves the accessing of up to \$285,000 from Library Reserves to complete the projects as outlined in this report.

Moved: Z. Miller
Seconded: K. Winn

**CARRIED
LIB2025-02**

Discussion:

Coun. D Joyce asked when the City was looking for budget numbers for 2026. J. Anderson replied that the library is currently preparing to develop a Master Growth Plan (see 9.2 below) and is in discussions regarding the new CKL Reserve Program and how it works exactly. The City also wants to know the library's staffing plans for 2026 and potential growth.

9.2 Comprehensive Growth Plan Update – J. Anderson – Written Report LIBR2025-02

(Since the February 6, 2025 Board meeting, the schedule for the Comprehensive Growth Plan has been pushed out by several months. Where known, dates below have been modified.).

J. Anderson noted that he was apprised in late 2023 of the funds in the City's Capital Reserve for the library to do a new Master Plan. This is now referred to as Comprehensive Growth Plan. The projected cost for the preparation of this plan is \$75,000, coming from the City's Capital reserves. The library issued the RFP January 24 and it closes February 13 (new close date is Feb 28). Work is hoped to commence mid-March.

J. Anderson advised that he is targeting the August (now November) Board meeting for presentation to the Board for final approval. A presentation to City Council is planned for September, prior to the start of the budget process. (This is now targeted for January 2026, for inclusion in the 2027 long term capital plan)

J. Anderson added that his focus for the plan will establish population targets. The plan would establish that when communities in Kawartha Lakes hit certain population levels their local branch should have X square feet of public space and Y number of staff hours.

Coun. D. Joyce noted that the City has already done a growth plan so the library's plan will be in tandem and should mirror the City's plan in terms of expected growth.

9.3 OLA Board Bootcamp – S. Ferguson and J. Anderson – Verbal Report

S. Ferguson noted it was an exciting event to walk around. The Boot Camp was not as well attended as other years, but information presented was useful.

9.4 Omemee Lease – J. Anderson – Verbal Report

J. Anderson reported that the library has been approached by the landlord at Omemee to alter the current lease so to improve their financing options for the building

These changes will not incur additional costs for the library. The annual lease amount would stay the same.

A new 5 year lease would retroactively start January 1 2025. It would be remain at an annual 2% increase for each of the 5 years. The library will have the right to extend the lease for 2 additional 5-year cycles with the same 2% increase annually.

While changing the wording of the lease, there would be no additional cost for renting the space.

The City's Legal and Realty division is fine with the new lease proposal.

Resolved That the Kawartha Lakes Public Library Board authorizes the City of Kawartha Lakes to renegotiate the current lease for the Omemee Library Branch at 24 King St East.

Moved: S. Norman
Seconded: J. Mior

**CARRIED
LIB2025-03**

Discussion:

Coun. D. Joyce asked if the library's ability to access the back room would change in this new lease. J. Anderson replied there would continue to be unfettered access for the next 15 years. Currently the library uses the back room for adult crafts and book club programs. This back room can also be rented out to the public or be used by other community groups at no charge.

10. Policy Review

**10.1 Local History and Archives Policy – J. Anderson – Written Report
LIBR2025-03**

Resolved That the Kawartha Lakes Public Library Board re-adopts the ***Local History and Archives Policy*** as outlined in this report.

Moved: P. Noble
Second: S. Norman

**CARRIED
LIB2025-04**

10.2 Political Elections Policy – J. Anderson – Written Report LIBR2025-04

Resolved That the Kawartha Lakes Public Library Board re-adopts the ***Political Elections Policy*** as outlined in this report.

Moved: Z. Miller
Seconded: K. Winn

**CARRIED
LIB2025-05**

Discussion:

S. Ferguson asked if the library ask questions of candidates. J. Anderson noted that it can as long as they are asked of every candidate.

P. Noble asked if meeting rooms can be rented as a polling station. J. Anderson replied that they cannot as the City has a policy on where polling stations can take place. *(This is incorrect – as the City owns the buildings the Library Branches are located in, CKL would have final decision if a polling station was to be placed in the building. In the past the Library has assisted with placing digital voting kiosks in several branches for the municipal elections and will do so for the upcoming Ward 5 by-election.)*

11. Closed Session

None

12. Business Arising From Closed Session

None

13. Adjournment

Resolved That the Kawartha Lakes Public Library Board adjourn at 7:32p.m.

Moved: Z. Miller

14. Next Meeting

The next scheduled meeting of the City of Kawartha Lakes Public Library Board is to be held on March 6 at 6:00 p.m. in the Meeting Room of the Lindsay Branch (190 Kent St W) and via webconferencing.

Meeting #LB2025-01

Attachments

Consent Agenda

- A. Draft Minutes of the Library Board Meeting – December 5, 2024
- B. Friends of the Lindsay Library – Executive Meeting Minutes – November 20, 2024
- C. Friends of the Lindsay Library – Executive Meeting Minutes – December 10, 2024
- D. Friends of the Lindsay Library – AGM Newsletter – January 2025

- E. Financial Statement – December 2024
- F. CEO Report – December/January 2025
- G. Performance Indicators – Annual 2024, Q3 and Annual Comparators
- H. 2025 Reserve Spending – Report LIBR2025-01
- I. Comprehensive Growth Plan – Report LIBR2025-02
- J. Local History and Archives Policy – Report LIBR2025-03
- K. Political Elections Policy – Report LIBR2025-04
- L. Media Releases
 - a. 2024 Year In Review – December 19, 2024
 - b. Mental Health Awareness – January 24, 2025
- M. Library in the Media
 - a. Lindsay Advocate – What is Happening at the Library – January 2025
 - b. Kawartha Lakes Weekly – Family Fun at the Library – January 30, 2025
 - c. Kinmount Gazette – Library Column – December 2024
 - d. Kinmount Gazette – Library Column – January 2025
 - e. Woodville News – Library Column – December 2024
 - f. Woodville News – Library Column – January 2025