

**The City of Kawartha Lakes
Public Library**

Public Library Board Meeting

Minutes

Thursday, May 1, 2025 at 6:00 p.m.

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

123 East St South, Bobcaygeon, ON

Members

Vanessa Doucet-Roche (via video-conferencing)
Coun. Dan Joyce
Susan Ferguson
Zac Miller
Joseph Mior
Shirley Norman
Heather Stauble
Kate Winn

Members Absent

Pamela Noble

Meeting #LB2025-03

1. Call to Order

The Chair called the meeting to order at 6:00p.m. with the following members present in person: Coun. Dan Joyce, Susan Ferguson, Zac Miller, Joseph Mior, Shirley Norman, Heather Stauble and Kate Winn. Vanessa Doucet-Roche attended the meeting via videoconferencing.

Absent: P. Noble.

Library staff J. Anderson and M. Junkin (notetaker).

2. Chairs Remarks

The Chair welcomes all members to the meeting and asked all in attendance to share how long they were without power as a result of the ice storm at the end of March.

3. Adoption of the Agenda

RESOLVED THAT the agenda for the City of Kawartha Lakes Public Library Board Meeting of May 1, 2025 be adopted as circulated.

Moved: H. Stauble

Second: J. Mior

CARRIED

4. Declaration of Pecuniary Interest

None

5. Deputations / Presentations

None

Consent Agenda

6. Minutes

6.1 Draft Library Board Minutes of the March 6, 2025 Meeting

7. Correspondence

7.1 Friends of the Lindsay Library – Executive Meeting Minutes – February 11, 2025

Consent Agenda End

RESOLVED That the Consent Agenda be approved as circulated.

Moved: H. Stauble

Second: S. Norman

CARRIED

8. Reports

8.1 Library Financial Statement – March 2025 – J. Anderson – Written Report

J. Anderson noted that approximately \$18,000 will be put back into Library Operations as a result of a billing error connected to snow removal at Omemee branch.

J. Anderson noted that actual Wages spent are a bit higher than budgeted amount.

8.2 Library CEO's Report – March/April 2025 - J. Anderson – Written Report

J. Anderson reported that he and Councillor Joyce would be meeting with newly-elected Councillor Mark Doble on Monday May 5.

S. Ferguson noted that they attended the information session held at Bobcaygeon branch regarding the proposed CKL Cultural Centre and inquired if the City had invited the library to be part of that building. J. Anderson noted that this new facility had not yet reached the planning stage, but that if it were located outside the Lindsay downtown core, then yes, it would make sense to consider co-locating.

8.3 Performance Indicators – March 2025 - J. Anderson – Written Report

J. Anderson noted that the effects of the bad weather this winter were reflected in the slight drop in visits to the library in Q1. He anticipated that the ice storm's fallout would also affect visits to library branches when the April numbers are in. Despite this, program attendance from January to March 2025 was up over from last year

J. Anderson noted that in their social media audit of 2025, CKL did not feel it was worth staff time to monitor X/Twitter platforms. Now, with accounts being subscription-based, the City has decided to close their X/Twitter accounts. The Library will follow suit. Coun. D. Joyce asked if the library would consider using the BlueSky platform. J. Anderson replied that the library did not find much patron interaction on the Twitter platform and he did not see a need at present to have a library platform on BlueSky.

J. Anderson noted that there is higher engagement with the library's Facebook and Instagram accounts since the introduction of the Marketing Assistant. He advised that from September 2024 to March 2025, the library grew our Facebook followers by 29% - resulting in 4,067 total followers. Instagram grew by a more modest 12% to 1,987 followers. For the same period in 2023/4 Facebook followers increased by 19% and Instagram followers increase by 7%

H. Stauble commented that she had recently visited Bethany branch and noted it was packed - all visitors seemed to be enjoying themselves.

9. New Business

9.1 Board Self-Evaluation – S. Ferguson – Draft questions attached for discussion

Resolved That the Kawartha Lakes Public Library Board approve the draft 2025 Board Self-Evaluation questions and process as amended.

Moved: K. Winn
Second: J. Mior

**CARRIED
LIB2025-09**

Discussion:

J. Mior requested that answers be anonymous. He also suggested that the questionnaire omit the first question about the Board Chair as the second question made it redundant. J. Mior inquired on the tabulation of answers. K. Winn replied that answers would automatically populate the Google form. She would then pulled stats and put them into graph form for the final report.

J. Mior asked if anyone outside the Board saw the results. J. Anderson replied no but would be part of the next Board package and would be viewable if requested.

K. Winn asked how long should members have to complete the questionnaire, it was agreed that seven days was sufficient.

9.2 Ice Storm follow-up – J. Anderson – Verbal Report

J. Anderson reported that all branches were now open.

J. Anderson advised that on Saturday March 29, 7 branches closed due to the first wave of the ice storm. The storm that hit Saturday night and Sunday morning brought significant damage to communities in Kawartha Lakes.

Senior management decided to close all Library and City facilities on Monday, March 31. The only public facility open that day was City Hall with power provided through a generator. J. Anderson was able to work out of City Hall.

Lindsay branch had power back about 5:00pm on Monday March 31. J. Anderson confirmed that the facility had power, internet and suffered no physical damage. This allowed Lindsay, Dunsford and Omemee branches to open as normal on Tuesday April 1.

Slowly over the next 2 weeks most library branches reopened. Typically, staff would go in the day after the restoration of power to confirm the branch was operational before opening to the public.

During branch closures, the Library redeployed affected staff to other work locations. Some staff elected to take unpaid vacation over redeployment.

The possibility of drinking water in community wells being contaminated during the power outage affected the re-opening of seven branches. Testing was required to ensure drinking water was safe. Labs being overwhelmed hampered the timely return of results.

In addition to a lengthy power outage, the Dalton Community Centre experienced seasonal flooding of the adjacent Young Lake. The library branch closed for 4 weeks, reopening April 24.

S. Ferguson asked if the library was prepared for other natural disasters. J. Anderson has been told there will be a debrief session among CKL senior management. J. Anderson noted he would like the City to develop a guideline on how to reopen buildings after closures of various lengths. The guideline should establish responsibilities and communication channels for all departments affected by a particular building's closure.

9.3 Ontario Digital Public Library letter of support – J. Anderson – Verbal Report

J. Anderson reported that Coun. Joyce presented the letter of support to Council at the Committee of the Whole in early April. Coun. Joyce provided a bit of background to Council on the Public Libraries Operating Grant.

J. Anderson attended in case there were questions from Council at the meeting but there were none. The letter was received as part of the consent agenda and approved as is by Council

The CKL Clerks office will send out to the Letter of Support to the premier, MPP Scott, the Minister for tourism culture and gaming, the Minister of infrastructure, and the Association of Municipalities of Ontario

9.4 New Library website update – J. Anderson – Verbal Report

J. Anderson reported that the City, along with the Library and Tourism Department, is in the process of moving our websites to a new platform.

The developers designed the new platform, called GovStack, for municipalities and public libraries.

The original go-live date for the new website was July 1, but this has been pushed to early September due to issues with setting up security protocols for staff to access the website's backend. As a result, J. Anderson was not able to provide Board Members with a draft version of the new site at this meeting. A quick demo of the new site hopefully will be available for the June meeting.

GHD is the software company that is developing the site. They are a joint Canadian and Australian company and have extensive experience working with governments and libraries throughout Canada.

9.5 2026 Budget Update – J. Anderson – Verbal Report

J. Anderson reported that the budget process would be similar as last year with a budget sub-committee comprised of 3-4 Councillors. Coun. D. Joyce reported he is on the committee again, but they have not met yet.

CKL Staff have scheduled the final approval before Council for November, and this part should be quick, as it was in 2024.

The library's request for the new Supervisor of Support Services, deferred from the budget for 2025, is part of the City's overall staffing request for 2026.

J. Anderson noted that the library has no control over staffing and wages budget. J. Anderson estimated that wages account for between 70-75% of the library's expenses.

J. Anderson advised that he would present the Board with a draft budget in August (September if needed). Once approved by the Board he will submit the City in mid-September.

Coun. D. Joyce reported that he found process worked well last year. Coun. Joyce is looking to establish a draft reserve by June and will work with other councilors to ensure a tacit understanding and agreement of the budget is in place before the formal approval process begins.

10. Policy Review

10.1 Library Programs Policy– J. Anderson – Written Report LIBR2025-07

Resolved That the Kawartha Lakes Public Library Board re-adopt the ***Library Programs Policy*** as outlined in this report.

Moved: H. Stauble
Second: Z. Miller

**CARRIED
LIB2025-10**

Discussion:

J. Anderson noted that this is quite an extensive review and there are quite a few recommended changes to the current policy

The last review of this policy was in 2021. Since then we have added a Manager, a third Area Coordinator as well as the new Programming Specialist

10.2 Update on Donations, Sponsorships and Fundraising Policy – J. Anderson – Verbal Report

Due to time constraints, the Board agreed to bring this matter to the June meeting

11. Closed Session

None

12. Business Arising From Closed Session

None

13. Adjournment

RESOLVED That the Library Board adjourn at 7:12p.m.

Moved: K. Winn

14. Next Meeting

The next scheduled meeting of the City of Kawartha Lakes Public Library Board is to be held on June 5 at 6:00 p.m. in the Meeting Room of the Lindsay Branch (190 Kent St W) and via webconferencing.

Attachments

Consent Agenda

- A. Draft Minutes of the Library Board Meeting – March 6, 2025
- B. Friends of the Lindsay Library – Executive Meeting Minutes – February 11, 2025
- C. Financial Statement – March 2025
- D. CEO Report – March/April 2025
- E. Performance Indicators – March 2025
- F. Draft 2025 Board self-evaluation questions
- G. Library Programs Policy – Report LIBR2025-07
- H. Media Releases
 - a. Easter in the Park – March 24, 2025
- I. Library in the Media
 - a. Lindsay Advocate – What is Happening at the Library – March 2025
 - b. Lindsay Advocate – What is Happening at the Library – April 2025
 - c. Kinmount Gazette – Library Column – March 2025
 - d. Kinmount Gazette – Library Column – April 2025