

**The City of Kawartha Lakes  
Public Library**

**Public Library Board Meeting**

**Agenda**

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**Thursday, March 6, 2025 at 6:00 p.m.**

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

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

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**Members**

Vanessa Doucet-Roche  
Susan Ferguson  
Zac Miller  
Joseph Mior – via videoconferencing  
Pamela Noble – via videoconferencing  
Shirley Norman – via videoconferencing  
Heather Stauble – via videoconferencing  
Kate Winn – via videoconferencing

**Members Absent**

Coun. Dan Joyce

**Meeting #LB2025-02**

**1. Call to Order**

The Chair called the meeting to order at 5:59p.m. with the following members attending in person: Sue Ferguson, Zac Miller, Vanessa Doucet-Roche.

The following members attended via videoconferencing: Joseph Mior, Pamela Noble, Shirley Norman, Heather Stauble and Kate Winn.

Absent: Councillor Joyce.

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

**2. Chairs Remarks**

The Chair noted that inclement weather had caused many to join by videoconferencing. The Chair hoped that with warmer weather in the coming months, all members would be able to attend the next meeting in person.

**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 circulated.

Moved: H. Stauble  
Second: V. Doucet-Roche

**CARRIED**

**4. Declaration of Pecuniary Interest**

None

**5. Deputations / Presentations**

None

## **Consent Agenda**

### **6. Minutes**

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

### **7. Correspondence**

7.1 Friends of the Lindsay Library – Executive Meeting Minutes – January 14, 2025

7.2 Friends of the Lindsay Library – AGM Minutes – January 22, 2025

## **Consent Agenda End**

**RESOLVED That** the Consent Agenda be approved as circulated.

Moved: K. Winn  
Second: H. Stauble

**CARRIED**

### **8. Reports**

#### **8.1 Library Financial Statement – January 2025 – J. Anderson – Written Report**

J. Anderson noted that CKL Treasurer Dane will provide a presentation to the Board at the May Board meeting.

J. Anderson stated that in general, the library's financials are on target.

#### **8.2 Library CEO's Report – February 2025 - J. Anderson – Written Report**

J. Anderson reported that the public washrooms on the second floor of the Lindsay branch have now been closed almost a month. No library visitors have escalated their complaints to management. The Advocate ran a piece on the washroom closure.

#### **8.3 Performance Indicators – January 2025 - J. Anderson – Written Report**

S. Ferguson asked if the amount of new memberships listed for January 2025 was higher than average. J. Anderson replied that in a typical month the library would see between 200 and 250 new memberships. J. Anderson noted that "active members"

have used the library within the past 2 years. When library users accounts have lapsed, they will be listed as a new user when they resume accessing the library.

S Ferguson inquired if the library is seeing an increase in the percentage of people in Kawartha Lakes who have a library account. J. Anderson advised that there were about 15,000 active cardholders at the end of 2024 which is an increase of 9% from the end of 2022.

V. Doucet-Roche asked if there was an easy way to track how many accounts lapse in a given period of time. J. Anderson replied that the ILS software the library currently uses does not provide this information.

J. Anderson advised that, while there is a noticeable increase in the number of children who access the library, it is felt that most parents prefer to have one library card for the family, rather than getting each child their own library card.

P. Noble asked if there was any way to promote children in grade 4 and up getting their own library card. J. Anderson advised that at present, the library can only attend schools when invited by a classroom teacher and that there was little return of completed registration forms sent home with students.

H Stauble inquired if the library has connected with the Catholic school board. J. Anderson will reach out. K. Winn can provide information on the appropriate person to contact. S. Ferguson suggested that the library also reach out to Heritage Christian School. P. Noble can make an introduction to the administration of that school.

## **9. New Business**

### **9.1 2025 Work Plan – J. Anderson – Written Report LIBR2025-05**

**RESOLVED That** the 2025 Work Plan be accepted as presented.

Moved: S. Norman  
Seconded: Z. Miller

**CARRIED  
LIB2025-06**

### **Discussion:**

S. Ferguson asked what items were of priority. J. Anderson noted that all items were of importance and in no particular ranking. J. Anderson noted that some items relied on the City's pace, among other factors to accomplish.

S. Ferguson noted that the Work Plan will be consulted as part of the CEO Evaluation.

J. Anderson will update the “expected outcome” section of the Work Plan quarterly and provide brief explanations for any changes.

**9.2 Board Self Evaluations discussion – S. Ferguson – samples included in Board Package**

**RESOLVED That** all members of the Kawartha Lakes Public Library Board complete a Board Evaluation and Board Member Self Evaluation.

Moved: Z. Miller  
Seconded: K. Winn

**CARRIED  
LIB2025-07**

K. Winn will review the 2021 self-evaluation and board evaluation forms and prepare 2025 drafts. The drafts will be distributed as part of the Board package for the May 2025 Board meeting. Discussion of any changes to the forms will take place during the May meeting with final version of the forms distributed to Board members the following week. Results will be presented at the June 2025 Board meeting.

**9.3 OLS Planning as Part of Good Governance webinar – S. Norman – Verbal Report (Presentation sent under separate email)**

S. Norman noted that the webinar outlined the need for library boards to have a strategic, a financial, a spatial and a facilities plan in place. S. Norman felt that Kawartha Lakes Public Library Board was in good shape based on the recommendations set out in this webinar.

S. Ferguson noted that the session had been recorded and a link to this had been distributed to all Board Members so they could view at a time convenient to them.

**9.4 Ontario Digital Public Library – J. Anderson – Background Information**

J. Anderson has drafted an ODPL fact sheet and Coun. D. Joyce has drafted a memorandum for CKL Council on this.

These will go to the April CKL Committee as a Whole J. Anderson will attend and can answer questions from Councillors.

10. **Policy Review**

10.1 **Library Board Meeting - Public Attendance & Delegations Policy– J. Anderson – Written Report LIBR2025-06**

**RESOLVED That** the Kawartha Lakes Public Library Board re-adopts the ***Library Board Meeting - Public Attendance & Delegations Policy*** as outlined in this report.

Moved: H. Stauble  
Seconded: V.Doucet-Roche

**CARRIED  
LIB2025-08**

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

J. Anderson will prepare some early drafts of revised policies that separates sponsorships and donations. J. Anderson will present these at the June meeting.

S. Ferguson asked that a clarification be made between naming and recognition.

11. **Closed Session**

None

12. **Business Arising From Closed Session**

None

13. **Adjournment**

**RESOLVED That** the Library Board adjourn at 6:57p.m.

Moved: H. Stauble

#### 14. **Next Meeting**

The next scheduled meeting of the City of Kawartha Lakes Public Library Board is to be held on May 1 at 6:00 p.m. in the Meeting Room of the Bobcaygeon Branch (123 East St S) and via webconferencing.

#### **Attachments**

##### **Consent Agenda**

- A. Draft Minutes of the Library Board Meeting – February 6, 2025
- B. Friends of the Lindsay Library – Executive Meeting Minutes – January 14, 2025
- C. Friends of the Lindsay Library – AGM Minutes – January 22, 2025
  
- D. Financial Statement – January 2025
- E. CEO Report – February 2025
- F. Performance Indicators – January 2025
- G. 2025 Work Plan – Report LIBR2025-05
- H. Board Evaluation Discussion documents
  - a. 2021 Board Evaluation Process
  - b. Springwater Self Evaluation document sample
  - c. Springwater Board Evaluation document sample
- I. Ontario Digital Public Library
- J. Library Board Meeting - Public Attendance & Delegations Policy – Report LIBR2025-06
- K. Donations, Sponsorships and Fundraising Policy – LIB2021-07
- L. Library in the Media
  - a. Lindsay Advocate – What is Happening at the Library – February 2025
  - b. Lindsay Advocate – Preserving the Past – February 11, 2025
  - c. Kawartha Lakes Weekly – Library to Branch Out – February 27, 2025
  - d. Kawartha Lakes Weekly – Library Closes Washroom – February 27, 2025
  - e. Kinmount Gazette – Library Column – February 2025