

**The City of Kawartha Lakes  
Public Library**

**Public Library Board Meeting**

**Minutes**

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**Thursday, June 5, 2025 at 6:00 p.m.**

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

**190 Kent Street West, Lindsay**

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**Members**

Vanessa Doucet-Roche  
Coun. Dan Joyce  
Susan Ferguson  
Zac Miller  
Joseph Mior – via videoconferencing  
Shirley Norman  
Heather Stauble  
Kate Winn

**Members Absent**

Pamela Noble

**Meeting #LB2025-04**

1. **Call to Order**

The Chair called the meeting to order at 6:05p.m. with the following members present in person: V. Doucet-Roche, Coun. D. Joyce, S. Ferguson, Z. Miller, S. Norman, H. Stauble, K. Winn. J. Mior attended via video-conferencing.

Absent: P. Noble.

Library staff J. Anderson and M. Junkin (notetaker) / C. Daynes (Treasurer) via Zoom

2. **Chairs Remarks**

The Chair offered the following Land Acknowledgement: The Kawartha Lakes Public Library respectfully acknowledges that we are situated on Mississauga lands and the traditional territory covered by the Williams Treaties.

*We are grateful for the opportunity to work here and we thank all the generations of people who have taken care of this land - for thousands of years. We recognize and deeply appreciate their historic connection to this place. We also recognize the contributions of Métis, Inuit, and other Indigenous peoples, both in shaping and strengthening this community and country as a whole. This recognition is connected to our collective commitment to make the promise and the challenge of Truth and Reconciliation real in our community.*

The Chair has requested that the land acknowledgment be read at the start of every Board meeting and that it rotate through all Board members.

3. **Adoption of the Agenda**

**RESOLVED THAT** the agenda for the City of Kawartha Lakes Public Library Board Meeting of June 5, 2025 be adopted as amended with the following:

The meeting location to be listed as 190 Kent Street West, Lindsay.

The addition of item 9.5 Discussion of Kawartha Lakes This Week editorial on current closure of washrooms in Lindsay branch.

Moved: K. Winn

Second: S. Norman

**CARRIED**

**4. Declaration of Pecuniary Interest**

NONE

**5. Deputations / Presentations**

Carolyn Daynes (CKL and Library Board Treasurer) gave a presentation to the Board on the library's financial position to the end of May 2025. Daynes advised the Board that ideally, the budget should be at about 42% of revenues and expenses at this point in the year.

With regards to the library's revenues, C. Daynes noted a \$15,000.00 donation received from Ampere for development of the Art Gallery space in the Lindsay facility into a library Maker Space. C. Daynes advised that these funds can be deferred to next year's budget if not spent in 2025.

C. Daynes pointed out that contracted snow plowing and removal is becoming an issue across many City departments. C. Daynes noted that J. Anderson had already reached out to CKL Community Services with regards to an unusually high contracting bill levied on the library for services provided at the Omemee branch. The library was not advised of the increased contract agreement for snow removal this year and so the budgeted amount was already low. J. Anderson also discovered that the contractor cleared a parking lot (and subsequently billed the City) at the Omemee branch that they were not supposed to clear. Coun. D Joyce inquired if the contractor will be correcting this error in billing. J. Anderson replied that a credit will be issued to the library budget to correct the funds incorrectly charged. C. Daynes will advise if the City will receive a refund for the error.

C. Daynes noted that expenses were currently sitting at 40% of the year's budget.

C. Daynes reported that the 2024 budget ended "right on target". C. Daynes noted that some extra expenses that were approved by the Board were covered by a withdrawal from the Library Reserves.

## **Consent Agenda**

### **6. Minutes**

6.1 Draft Library Board Minutes of the May 1, 2025 Meeting

### **7. Correspondence**

7.1 None

## **Consent Agenda End**

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

Moved: H. Stauble

Second: V. Doucet-Roche

**CARRIED**

### **8. Reports**

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

J. Anderson noted that Treasurer Daynes had already covered the library's current financial position. J. Anderson reported that he felt the library was in a good position for the budget for the rest of the year

J. Anderson reported that recently implemented tariffs would affect the library in a few different ways. Retaliatory tariffs on books have not significantly impacted the library as we rarely purchase books published only in the US. Overall, book prices have risen in recent years, but the library's healthy book budget allows us to meet public demand. Materials used in book processing (e.g., covers, cases) from US-based suppliers have been affected by tariffs.

As the library currently has no ongoing construction projects, so we have avoided issues affecting contractors who are struggling to find Canadian vendors for materials typically sourced from the US.

The main supplier of library book supplies also provides library furniture, and tariff impacts have led to increased costs. J. Anderson noted that smaller Canadian manufacturers exist, but their products are more expensive.

J. Anderson advised that the library continues to work with a Nova Scotia-based shelving manufacturer for recent building projects. Canada has 2-3 large shelving manufacturers, reducing reliance on US suppliers.

J. Anderson reported that several electronic resources are from US-based companies and billed in US dollars. The fluctuating exchange rate has significantly impacted costs. J. Anderson noted that he will task the new Reference Specialist to compile a list of US-dollar electronic resources and calculate price per use for 2024. From this J. Anderson may look to discontinue some less popular US-dollar resources and reallocate funds to Canadian-priced alternatives.

S. Ferguson inquired if the ice storm and resulting damaged impacted the library's budget. J. Anderson replied that the only effect was in staff wages as some staff elected to take unpaid vacation rather than relocate to another branch while their normal work location was closed.

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

K. Winn noted that her kindergarten class attended the Lindsay branch in May. She noted that 13 parents accompanied the class - many of whom had never been to the library. She reported that it was wonderful to see the parent's reaction to what the library offers.

H. Stauble asked if the library invited councilors to library programs. M Junkin noted that the library extended invitations to Mayor and all Councillors to summer events last year; that the library's events calendar is online and accessible to all and that Mayor, Councillors and any member of the public was welcome to attend a library event. J. Anderson noted that Councillor Warren often attends the Bobcaygeon branch.

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

J. Anderson noted that figures were slightly down. J. Anderson noted that the winter weather made it hard for residents to travel to branches and that the damage from the ice storm had many branches closed for a week or more.

## **9. New Business**

### **9.1 Board Self-Evaluation results – S. Ferguson – Written Report LIBR2025-08**

S. Ferguson asked Board Members for their feedback on how the Board can do better.

S. Norman noted that the board needed to be much more inclusive and reach out to other members of the community in both membership and as Board members. S.

Ferguson agreed that the Board should reflect diversity in both the geographic locations and personal demographics of its Board members.

S. Norman noted that they would like to see other parts of the City that the Board can be educated on in addition to IT and Marketing.

H. Stauble advised they thought a road trip to all branches would be beneficial to raise awareness of issues at each location as well as the realities were for residents of that community.

S. Norman asked how often the Board consulted the Strategic Plan. They advised they felt that the plan was a living document: it should change and should be consulted twice a year. V. Doucet-Roche advised that the CEO Work Plan ties to the Strategic Plan and this document supports the strategies laid out in the plan.

D. Joyce introduced the concept of a “Net Promotor Score”: a metric that gauges how likely one would positively speak about something. In this metric, anything that is an 8, 9 or 10 is positive, 7 is a neutral, 6 and less is a negative. Coun. D. Joyce noted that if we applied the NPS to the Board survey – we are doing very well.

V. Doucet-Roche noted that data is an invitation to a conversation as opposed to cold hard facts. For our Board (who rates things highly) anything that is a 6 or 7 is something to look deeper at.

S. Ferguson asked what were best next steps.

V. Doucet-Roche asked that going forward, the same colours for the same number be applied across the various answers.

J. Anderson advised he would pull out the questions that had a 5 or 6 in them and present to the Board at next meeting. These can then be re-ordered into priorities.

## **9.2 New Library website update – J. Anderson – Verbal Report**

J. Anderson provided the Board with a short tour of the draft website:  
<https://kawarthalakes-014-ca.govstack.com/library/>

There is a lot of work that still needs to be done before September 2025. J. Anderson noted that all the images in the draft website were stock and most will be replaced with photos and images taken by the Marketing Assistant.

J. Anderson noted that 62% of users of our website predominately visit via smart phone or tablet, and the site is optimized to work well on small screens.

H. Stauble asked how long the project would take. J. Anderson replied that the corrections have been completed by Labour Day. Of the 160 plus pages in the website, there are about 40 pages that have a lot of information on them that the Marketing Assistant will focus on.

### **9.3 2025 Work Plan interim update #1 – J. Anderson – Written Report LIBR2025-09**

J. Anderson noted that updated information had been populated into the grey box on the right of the document.

S. Norman asked that, given what happened this past year with reserves, would the library develop a restrictive or non-restrictive reserve policy? J. Anderson replied that he was waiting for the City to start discussion on this.

### **9.4 Growth Management Plan – J. Anderson – Verbal Report**

J. Anderson reported that Nordicity was the successful consultant – they have extensive experience in the municipal, cultural and library sectors and have consulted with the City on several ongoing projects

J. Anderson has met a couple of times with the consultants so far and feels they have a good understanding of the project

J. Anderson reported that Nordicity was currently in the Organization Review and Environmental Scan phase and he has supplied them with information about the library and the City of Kawartha Lakes

In July, Nordicity will visit the city for in-person sessions, including meeting with the Board. J. Anderson will provide timelines for in-person sessions when these are established.

J. Anderson noted that the target is first draft in the fall, with Nordicity presenting their final draft to the Library Board in December or January (for which J. Anderson may need to arrange a special Board meeting) with the target of presenting the final plan to the Council in March 2026.

S. Norman asked if the timeline of the Growth Management Plan would affect the Strategic Plan. J. Anderson replied that the Growth Management Plan gives the Library Board a projection ten years out which is past the scope of the current strategic plan.

## 9.5 Lindsay Washroom Closure Update – J. Anderson – Verbal Report

J. Anderson relayed that he had shared an editorial from Kawartha Lakes This Week with all Board members earlier this week. The editorial criticized the ongoing closure of the Lindsay Washrooms.

J. Anderson noted that at this point, we have now done everything the library can do to address this issue. There remains three options for next steps:

1. renovation of second floor (which fall outside scope of library services)
2. hire washroom attendants to be onsite for all library open hours
3. continue closure of washroom

J. Anderson noted that the Lindsay library still meet the provisions of the provincial Family Accessible Washroom Act by having a washroom available in the Children's Library.

J. Anderson noted that he has advised CEO Ron Taylor and Mayor Elmslie of the article. He had also advised them at the time of the initial washroom closure. The only fixes are on the City end

Coun. D. Joyce expressed confidence that the current approach is the right way.

Z. Miller asked if the library was going to respond to the editorial. J. Anderson replied that it would not.

## 10. Policy Review

### 10.1 Donations Policy– J. Anderson – Written Report LIBR2025-10

**Resolved That** the Kawartha Lakes Public Library Board adopts the **Donations Policy** as outlined in this report with corrections.

Moved: S. Norman

Second: Z. Norman

**CARRIED**  
**LIB2025-11**

### Discussion:

S. Ferguson asked how the library handles gifts in-memoriam. J. Anderson replied that he was coming up with a plan on how to recognize these donations but at this point the library puts a bookplate recognizing the donation on the inside cover of the book. The



library discusses what the donor liked to read and in turn purchases books for the collection that fall in line with those themes.

J. Anderson noted that the library has the right to deny a sponsorship and to break a sponsorship agreement.

**10.2 Sponsorship and Fundraising Policy – J. Anderson – Written Report  
LIBR2025-11**

**Resolved That** the Kawartha Lakes Public Library Board adopts the ***Sponsorship and Fundraising Policy*** as outlined in this report.

Moved: Z. Miller

Second: V. Doucette-Roche

**DEFEATED**

**Discussion:**

To allow more time to discuss the wording, this policy will be put onto the agenda of the next meeting. J Anderson will start adding pieces to the policy and will share via email several times over the next few months.

**11. Closed Session**

None

**12. Business Arising From Closed Session**

None

**13. Adjournment**

**RESOLVED That** the Library Board adjourn at 7:48p.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 August 7 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 – May 1, 2025
- B. Friends of the Lindsay Library – Executive Meeting Minutes – None
  
- C. Financial Statement – April 2025
- D. CEO Report – May 2025
- E. Performance Indicators – April 2025
- F. 2025 Board self-evaluation – Report LIBR2025-08
- G. 2025 Work Plan interim update #1 – Report LIBR2025-09
- H. Donations Policy – Report LIBR2025-10
- I. Sponsorship and Fundraising Policy – Report LIBR2025-11
- J. Donations, Sponsorships, and Fundraising Policy (LIB2021-07)
- K. Media Releases
  - a. Canada Post Labour Dispute – May 20, 2025
- L. Library in the Media
  - a. Lindsay Advocate – What is Happening at the Library – May 2025
  - b. Kawartha Lakes Weekly – Letter in response to library services – May 01 2025
  - c. Kawartha Lakes Weekly – Letter in response to May 1 letter – May 20 2025
  - d. Kawartha Now – Celebrate Migratory Bird Day – May 9 2025
  - e. Kinmount Gazette – Library Column – May 2025