

Otonabee-South Monaghan Public Library Board Meeting Minutes
Monday, August 29, 2022,
4:45 to 6:30 a.m., Keene Library

Present: Val Crowley, Ann Cathcart-Andrews, Marion Burton, Colleen Bolin, Nancy Caron, Elaine Trotter, Carolanne Nadeau **Virtual:** Heather Zischler

Regrets: Mark Allen

1. **Call to Order:** Chair Val Crowley called the meeting to order at 4:45
2. **Agenda:** This meeting has been convened to review OSM Public Library Bylaws and discuss policies.
3. **Otonabee South Monaghan Library Bylaws:**

Through discussion, Trustees clarified wording of several bylaws: **Changes:**

 - Byl 7: #3. Quorum:
 - a) *...but no less than 7 members; 50% + 1 of the voting members shall constitute a quorum (i.e. 4 out of 7)...*
 - Byl 4: Section 3: Terms of reference of the Secretary
 - a) *The secretary acts as the record-keeper to the Library Board. In the absence of the Secretary, the Library Board may appoint one of its members as the acting Secretary.*
 - b) *The Board elects a recording Secretary amongst its members to record the minutes and prepare them for the next Board meeting. The recording Secretary submits the minutes to the Secretary of the Board for review.*
 - Byl 6:
 4., the Chairperson or any two.....
4. **Policies:**
 - The Chair turned the meeting over to Vice-Chair Ann Cathcart-Andrew. She informed us that she has a memory stick containing OSM Public Library Policies for each Trustee. There is still some information to input onto the sticks, so Ann will drop the memory sticks off at the library on the Tuesday after Labour Day. Trustees will be able to pick up the sticks and review the policies.
 - The policies are not in order on the sticks, but Ann provided a Policy Schedule for Review, so we can 'tick off' each policy as it is reviewed.
 - There is certain flexibility in the time of policy renewal except for Health & Safety (every year).
 - Indigenous Awareness And Reconciliation; Disconnect From Work; and Resource Sharing are new policies.
5. **Statement of Values:**
 - Ann Cathcart-Andrews noted that while the OSM Library has a Mission Statement, it does not have a Statement of Values. She provided some examples from other libraries.
 - The trustees perused these and initially decided to utilize the first example as it had clear definitions of the 'Value' words. Values from other examples were added and defined.
 - Initial decision wished "Literacy" to be number one in the 'Values' list; however upon further discussion it was decided that the **Statement of Values** should be in alphabetical order.

Values

1. **Accountability:** Welcoming participation in decision making and service development by residents and communities
2. **Diversity:** Valuing individual needs, experiences and differences
3. **Equity:** Accessibility, respect and fairness
4. **Inclusion:** Welcoming participation in decision making and service development by residents and communities
5. **Innovation:** Encouraging creativity, experimentation and the generation of ideas
6. **Integrity:** Open, transparent and honest in all our dealings
7. **Intellectual Freedom:** Guaranteeing and facilitating the free exchange of information and ideas in a democratic society, protecting intellectual freedom and respecting individuals' rights to privacy and choice
8. **Literacy:** providing opportunities for discovery and learning
9. **Service Orientation:** Providing excellent, responsive services
10. **Valuing and Empowering Employees**

Elaine Trotter moved that

“the Statement of Values as discussed at our August 29, 2022, meeting be accepted and integrated into our Foundational policies.”

Val Crowley seconded. Carried.

6. “Policies” information:

- Ann Cathcart-Andrews informed the Board that policies must be kept on record for three years.
- Local History – some libraries record and digitalize local history. In Otonabee South Monaghan Township, we have a strong local historical society. Information about partnerships with the local historical society should be worked into the policy.
- Meeting Rooms' policy can be removed as we don't have such a space in any of the branches.

7. Volunteer Criminal Reference Check:

- The new volunteer policy is more comprehensive. The Board Chair will explore what is required by volunteers.

8. Overdue Fines:

- The benefits and detriments of overdue fines were discussed.

Marion Burton moved that

“OSM Public Library no longer charge fines for overdue materials.”

Colleen Bolin seconded. Carried.

- There was some discussion as to whether this should be a pilot project and then obtain the staff perspective. It was decided that this would provide extra stress for the staff. If not having fines is seen to be detrimental after a year, then this issue can be readdressed. The Library CEO will be responsible for implementing the motion beginning January 2023.
- The Policy that Fines are in will be reviewed in one year.

9. Working Alone:

- The question raised about the custodian working alone was answered by the CEO.
- He is contracted, so has WSIB coverage separate from the library employees.
- It was noted that it would be proactive for him to be made aware of the placement of the panic buttons at the branches.

10. CEO Performance Appraisal:

- Questioned whether an annual CEO appraisal was too onerous- the annual appraisal has been completed twice since 2016.

Discussion points:

- feedback for growth and development important
- how often; is every year onerous on volunteers
- important to have annual discussion of yearly goals and provide CEO with understanding of budget. -provides protection and provides Board with clarity of funding and new trends
- Mark Allen has offered to provide the template the local school board uses
- Review, rather than appraisal. -annual review of goals and accomplishments. A formal performance evaluation may be provided as needed.

11. Policies with 2023 Budget Implications

a) AODA 9 Accessibility for Ontarians Disability Act:

- AODA training provided for staff and Trustees

b) Support Equipment/Accessibility:

- How do we ensure we have equipment for those who have disabilities –small budget
- CEO is conscious of accessibility and space. Some suggestions, i.e. height of collection, are unrealistic in such a small library; however, we are lucky to have a very helpful and proactive staff to assist. CEO monitors the need for accessibility for electronics and has a plan to temporarily move a computer station should the regular stations not be accessible for someone.
- Porchside pickup can be arranged to assist accessibility
- It was acknowledged that the buildings that house the branches do not belong to the library, so that modifications to buildings are not in the purview of the library. We will provide the best we can.
- A question was raised about the percentage of seniors, children, and diverse groups in Otonabee South Monaghan. Does the township have such information? Chair, Val Crowley will investigate.

c) Paid infectious disease days:

- Paid infectious disease days have been extended until March 31, 2023. The OSM Public Library has no 'Sick Day' Policy.
- Staff can apply to Workman's Compensation for reimbursement.

- Adjournment:

At 6:31, Elaine Trotter moved that the meeting be adjourned. Ann Cathcart-Andrews seconded. Carried.

Next Meeting: Date and Location to be determined