

Minutes  
Otonabee South Monaghan Public Library Board  
Meeting  
Wednesday Dec 14<sup>th</sup>, 2022 @ 1pm

Present: Terry Holmes, Elaine Trotter, Colleen Bolin, Nancy Caron, Louisa Vatri, Carolanne Nadeau (CEO)  
Via Zoon: Heather Zischler

1. Call to Order – CEO
2. Library Board members briefly introduce themselves
3. Election of Chair, Vice Chair and Recording Secretary  
Nancy Caron was elected as Chair  
Louisa Vatri was elected as Vice Chair  
Colleen Bolin was elected as Recording Secretary
4. Election of CEO to Board Treasurer and Secretary  
Carolanne Nadeau was elected as Board Treasurer and Secretary.
5. Acceptance of Agenda with addition of Keene United Church Christian Education Committee to be added to Standing Items.  
Moved by: C. Bolin  
Seconded by: T. Holmes  
**Carried**
6. 2021 Financial Statement presentation with Veronica Mason and Richard Sterings from Baker Tilly via Zoom  
2021 Financial Statements were reviewed with few questions. Of note, there is \$109,847 accumulated surplus ( tangible assets \$63,444 and funding reserves of \$46,403). There was \$253,00 in total revenue and \$242,00 in expenses.  
The annual surplus is \$10, 814.  
Reserves have also increased in the past year.  
The Township pays for occupancy costs.  
The Board questioned the breakdown of occupancy costs for each location. The CEO will look into this and report back to the Board.  
These statements were late in arriving due to OSM Township had no Financial Officer for several months in 2022. We can expect 2022 statements to be presented earlier in 2023.  
Move to accept Financial Statement for 2021: L. Vatri  
Seconded by: E. Trotter  
**Carried**
7. Declarations of Conflicts of Interest  
None
8. Acceptance of the October 24, 2022 Minutes

There was discussion re: minutes of Oct 24 meeting.

Line 14a) The original minutes were correct, not the revised minutes.

N. Caron requested an addition of item 3 after 3<sup>rd</sup> bullet - "M. Allen discussed how he might promote the budget to Council with this information. It represents a 6.5% increase instead of 2%

Moved: E. Trotter

Seconded: N. Caron

**Carried**

## 9. Delegations and Petitions

None

## 10. Correspondence

## 11. Health and Safety

Jayce Manley is the new H&S rep – see CEO report

## 12. Standing Items

a. Hiawatha First Nations- CEO Report

b. Stewart Hall Community – N. Caron and E. Trotter

N. Caron explained the background. Stewart Hall was looked at as the use numbers were low. Surveys were distributed to the community 50 of 150 were returned. There was a community meeting on Nov 26. There is some enthusiastic interest and energy in the community as there seems to be different demographics in the community now. Childrens' programming is requested and other suggestions were movie night, snow day programming, more activity on the Facebook page, fundraising workshops etc. The Board turned this over to the CEO as it is an operational issue. The Board will expect a report on the progress of Stewart Hall activity from the CEO in March.

c. Keene United Church Christian Education Committee – N. Caron

This committee wishes to co-ordinate with other groups such as the Library, Lions Club, Pickle Ball, Catholic Church OSM Recreation Committee etc. They are hoping for partnerships and cross promotion of any events.

## 13. Acceptance of the October & November 2022 Financial Reports

The budget for 2023 was passed at the Dec 12 meeting so a programmer can be hired in January.

Two Small Rooms donated an additional \$1200 donation in December making the donation more than the anticipated \$4000.

The Boutique monies have not arrived yet.

There was a donation by Mr. Coleman of \$150.00 for the Liz Coleman Memorial (not reflected in this months financial statement).

Motion to Accept Financial Reports. N. Caron

Seconded: C. Bolin

**Carried**

## 14. Acceptance of the CEO Report

Now that we have Quick Books online, the cost of each cheque is \$4.00.

The Board needs to have a second person with signing authority. C. Bolin volunteered to do this. The CEO will set this up.

C. Bolin asked about the progress of the No Fines policy passed by the Board on Aug 29, 2022. The CEO reported that she had not progressed on this.

Motion to Accept CEO Report: E. Trotter

Second: T. Holmes

**Carried**

15. Business arising from the Minutes

First Aid Re-Certification can be done through the Township.

There was a suggestion that we promote the indigenous baskets coming back to the area – perhaps in conjunction with the Historical Society.

16. Strategic Plan Update – CEO Report – under Community Outreach and Programming

All items have been covered elsewhere.

17. New Business

a. Recognition for Val Crowley’s long-term trustee of the Board, tabled for Jan 2023 meeting

b. Meeting Schedule – day and time

After discussion the date was decided to be the third Wednesday of the month at 3:30p.m. Meetings will primarily be at the Keene Branch but will move around from Branch to Branch from time to time. It was also suggested that simultaneous meetings be held at each location via Zoom.

18. Board Management Activities & Development

a. CEO Evaluation – H. Zischler

The previous Board has reviewed this document and it is ready to be presented.

Motion by: E. Trotter

Seconded by C. Bolin

That the Chair and Trustee H. Zischler complete and present the CEO performance review.

**Carried**

b. Motion to pass Board Policies – HR-1, HR-3, HR-4 and HR-5 tabled for Jan 2023 meeting

c. Board Legacy Planning – E. Trotter

E. Trotter has compiled this information which she has found quite valuable. She will report at the Jan 2023 meeting

19. Adjournment

Motion to Adjourn by T. Holmes

**Next Meeting is Jan 18 @ 3:30 at Stewart Hall**