

Otonabee-South Monaghan Public Library Board Meeting Minutes
Wednesday Feb. 15, 2023
Bailieboro Branch

Present: Nancy Caron, Elaine Trotter, Terry Holmes, Colleen Bolin, Carolanne Nadeau (CEO) in person
Heather Zischler via Zoom
Regrets: Louisa Vatri

1. Call to Order:

E. Trotter moved, and T. Holmes seconded that the meeting move briefly in- camera.

Carried

A HR matter was discussed

T. Holmes moved and C. Bolin seconded that the meeting move from in-camera

Carried

2. Acceptance of Agenda:

E. Trotter moved and T. Holmes seconded that the agenda be approved with the addition of:
Stewart Hall flood under CEO Report, Police Check under New Business and 200th Anniversary
under New Business

Carried

3. Declaration of Conflict of Interest: None

4. Acceptance of Jan 18, 2023, minutes:

With the following changes E. Trotter moved and H. Zischler seconded that the minutes be accepted

The word in 10 should be Cricut

Under 13 a, the word date should be replaced by day

Under 13 – N. Zischler should be H. Zischler

Carried

5. Delegations and Petitions: None

6. Correspondence: None

7. Health and Safety: see the CEO's report.

See discussion re: policy HR -09 (14b)

8. Standing items:

a) Hiawatha First Nation Formal partnership

This was a CEO outreach which provided volunteer opportunities at the Library.

b) Survey-Stewart Hall Community – see CEO Report

Motion by E. Trotter that Stewart Hall Community be removed from Standing items as the Committee has been disbanded. Seconded by C. Bolin

Carried

c) Keene United Church Christian Education Committee – Nancy

This group is working with the Norwood Youth Group. The CEO is encouraged to work with Rev. Nancy Wilson to share information.

9. Acceptance of January 2023 Financial Report:

Moved by H. Zischler and Seconded by E. Trotter that the January Financial Report be accepted as presented

Carried

10. Acceptance of the Chief Executive Officer Report:

There was a discussion re: the search for a Program Co-ordinator. The CEO, Board Chair and the Clerk/Deputy-CAO of OSM worked co-operatively to interview candidates.

Moved by E. Trotter and Seconded by H. Zischler to approve the hiring of Hannah Norris for the position of Program Co-ordinator.

Carried

It was noted that since L. Vatri has a personal relationship with the new Program Co-ordinator, it is expected that she recuses herself from Board discussions that could be seen as a conflict of interest.

Motion by N. Caron to approve the hiring of Tyler Davidson for March Break Minecraft camp.

Seconded by H. Zischler

Carried

There was discussion about the recent flood at Stewart Hall and the snow blocking the access ramp at the Bailieboro Branch. T. Holmes will follow up with the municipality.

The old sump pump should be replaced with 2 new ones and a working sensor to be installed on the alarm. Given the ongoing problems with flooding at Stewart Hall, it was moved by E. Trotter that the Chair and CEO contact the CAO of OSM to see what can be done about this ongoing problem.

Seconded by T. Holmes.

Carried

If this approach does not work, we will proceed with a more formal letter to Council.

The CEO requested that the cost of her attendance at the Customer Service CAMH De-Escalation Training in February be covered from HR Reserves.

Motion by E. Trotter to move the cost of the Customer Service CAMH De-Escalation Training for the CEO from HR Reserves instead of budgeted Staff Development. Seconded by C. Bolin.

Carried

CEO to provide a brief report to the Board at the March meeting re: the CAMH training.

Motion to approve CEO report by E. Trotter

Seconded by: C. Bolin

Carried

11. Business Arising from the Minutes:

a) Historical “Indian Baskets” - Elaine

There was a recent event in Hiawatha around the upcoming display at the Peterborough Museum in April re: artifacts that are on loan.

E. Trotter will approach the Historical Society re: an April event.

This item will be changed to Makak baskets.

b) Trustee Recognition from previous Board

With input from former Trustees for a smaller event, it was decided that we will have a thank you event on March 29th at the Keene Branch from 4:30-5:30.

The event will recognize the contributions of M. Allen, M. Burton, A. Cathcart-Andrews and V. Crowley.

c) Customer Service Standard Module Reminder

The CEO reminded all Board members that they need to do the online Customer Standard training and return the certificate to the CEO.

12. Strategic Plan Update – Nothing to Report

13. New Business

a) Two Hundred Year Celebration- Keene

C. Bolin mentioned that this should be coming up in the next few years and that we should do something in recognition of this milestone that would perhaps involve applying for grants or partnering with other groups in the community. C. Bolin is willing to help with this once it is decided what we will do.

b) Police Checks – C. Nadeau

Board members should have a Police Check. The CEO will provide a letter for the online process. Responses should be submitted to the CEO.

14. Board Management Activities & Development

a) CEO Evaluation – Update

This has been completed and all felt that it was a positive experience. Short and long-term goals for the CEO have been established. Specifics outlining the reporting process and measurement criteria will be determined following further Board discussion.

b) Motion to Pass Board Policies

The revised policy HR-09 will be included as an attachment to the Board package in March. Due to time constraints HR-03 will be discussed at the March meeting.

It was suggested that the Board Management Activities and Development (including Board Policies) be moved to an earlier position in the agenda.

The Board also agreed that items for the agenda should go to the Chair 10 days before the meeting and the agenda will go out 7 days before the meeting. We should also agree on a list of policies to be reviewed. Then Board members will have a list ahead of time to review.

c) Board Legacy Planning – Elaine update

E. Trotter provided a written summary for discussion. We need to do some Board planning and she will set something up for the spring – members would prefer something later in the day.

15. Adjournment:

T. Holmes moved that the meeting be adjourned. It was also mentioned that we should continue our practice of moving meetings between branches.

Next meeting will be on March 29th @ 3:30 at the Keene Branch, followed by a reception for former Board members.