

Otonabee-South Monaghan Public Library Board Meeting Minutes
Wednesday, June 21st, 2023 @3:30pm
Keene Branch

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

1. Call to Order @ 3:28pm

2. Acceptance of Agenda

With corrections to the date of the previous meeting minutes, the financial report, and a renumbering of policy (12e), there was a motion to pass the agenda.

Moved by: E. Trotter

Seconded by: H. Zischler

Carried

3. Declarations of Conflict of Interest

None

4. Acceptance of May 31, 2023, Minutes

With the correction of a few typing errors, there was a motion to accept the May 31, 2023, minutes

Moved by: E. Trotter

Seconded by: H. Zischler

Carried

5. Delegations and Petitions

None

6. Correspondence

None

7. Health & Safety

Included in CEO report. The H&S rep risk assessment report has been delayed.

8. Standing Items

a. Hiawatha First Nations formal partnership

The CEO reported that she had included HFN in recent postings for both the summer student and the program co-ordinator positions.

Motion to remove HFN as a standing item.

Motion by: E. Trotter

Seconded by: N. Caron

Carried

The CEO will keep the Board apprised of progress through the CEO report.

b. Community Partnership and Outreach- Nancy

N. Caron reported on handing out approximately 50 surveys in the Bailieboro area. Her initial findings were that residents were happy with the plant sale and hope it can be leveraged with local businesses. The CEO will let the Friends know. E. Trotter and H. Zischler will be distributing more surveys and the survey response date will be extended.

In a related matter, N. Caron suggested that, in the future, we add a Community Partners tab to the OSMPL website.

N. Caron's name will be removed from this agenda item, but the item will remain.

9. Acceptance of May 31, 2023, Financial Report

The CEO reported that the plant/bake/book sale at Bailieboro is a Friends fundraiser.

Motion to accept the May Financial Report

Moved by: C. Bolin

Seconded by: T. Holmes

Carried

10. Acceptance of Chief Executive Officer Report

The CEO provided some stats for the Board's interest. It was clarified that the sheet titled Collection Statistics was actually Circulation Statistics by Collection.

C. Bolin welcomed the statistics, but felt that total numbers for programs would be better presented as attendance with the number of programs held so that the Board could get a better understanding of trends.

E. Trotter questioned the investment made recently with respect to the start date. The CEO will re-visit this item and update the Board.

Motion to accept the CEO report

Moved by: T. Holmes

Seconded by: E. Trotter

Carried

11. Business Arising from the Minutes

a. Exit interview update

An exit interview with the departing Program Co-ordinator was conducted by the CEO and the Board Chair. It was reported that her short experience was positive, and she felt well supported. The only suggestion was to have cross-over training for future programmers, if feasible. It was suggested that the Board consider budgeting for training crossover if this situation were to arise again.

b. Dual lock safe update

A dual lock safe was chosen and will be delivered to the Keene Branch after the CEO has ordered it.

c. Strategic Plan Committee update

The Ad Hoc Working Group reviewing the Strategic Plan reported on their recommendations that were presented in a separate document. They recommended that the Strategic Plan be extended for an

additional year (to the end of 2024) and that the OSMPL Board focus on several areas that can be achieved over the next 1.5 years.

Motion by N. Caron to adopt the recommendations proposed by the Strategic Plan Ad Hoc Committee.

Seconded by: T. Holmes

Carried

d. Canada Day activities

The CEO advised the Board that the staff have updated a brochure for newcomers, as well as a youth brochure for display on the Women's Institute table on Canada Day. Next year, she hopes to have a presence at Canada Day activities.

e. New Trustee Recruitment update

The recommendation made via a letter to H. Scott and the recommendation to Council via T. Holmes has been approved. The deadline for applications is July 31st. Applications will be received by the Board Chair via the Library.

f. Reciprocal Borrowing Agreement update

The CEO reported that this agreement is ready to go after she discusses it with staff – probably June 30th.

12. Board Management Activities and Development

N. Caron noted that it is the responsibility of the Board to do our due diligence and make certain that strong policies are in place.

a. Motion to pass Board By-Laws

Motion to adopt the amended By-Laws by C. Bolin

Seconded by: T. Holmes

Carried

b. Motion to pass Board Policy HR-03 – Hours of Work

This policy combines two previous policies - Hours of Work and Disconnecting from Work.

A change was made to differentiate between a casual and a contract employee. A casual employee works on an 'as needed' basis to cover shifts. This person has no set number of work hours. A contract employee has a defined duration for employment and has a defined number of hours of work.

The need for a driver's abstract was also added.

With the noted changes, it was moved by H. Zischler and seconded by T. Holmes that the revised Policy HR-03 be passed.

Carried

c. Motion to pass Board Policy – HR -09 – Health and Safety

Motion to pass Policy HR-09 with small changes by: T. Holmes

Seconded by: H. Zischler

Carried

d. Motion to pass Board Policy – HR-10 – Human Resources

Motion to pass the Policy HR-10 with minor changes by: C. Bolin

Seconded by: T. Holmes

Carried

e. Motion to pass Board Policy – OP-05 – Circulation

Motion to pass Policy OP-5 with minor changes by: T. Holmes

Seconded by: E. Trotter

Carried

f. Proposal – set up informal calendar for Policy review beginning with policies that require annual review

(FN-05, HR-02, HR-07, Hr-12, OP-01) – see CEO report

Board members were asked to review the above policies and send their suggested changes to the CEO.

13. New Business

a. CEO Interim Summer Report

As per previous practice, the CEO was asked to send interim summer and financial reports for June and July to Board members via email.

b. 2024 Draft Budget

As was the practice in 2022, the Board would like to see a draft budget for the 2024 year at the September Board meeting.

14. Adjournment

Motion to adjourn by T. Holmes at 5:45pm

Carried

Next meeting: Wednesday September 20, 2023 – Stewart Hall Library @3:30p.m.