

Minutes

Otonabee South Monaghan Public Library Board Meeting

January 17, 2024, 3:30-5:30 p.m.

Bailieboro Library Branch

Present: N. Caron, C. Bolin, H. Zischler, C. Nadeau (CEO) in person and T. Holmes via telephone

Regrets: E. Trotter

1. Call to Order 3:31 p.m.
2. Respect and Acknowledgement Declaration – N. Caron
3. Consent Agenda – a) Acceptance of Agenda b) Declarations of Conflicts of Interest
c) Acceptance of Dec 20, 2023 minutes, d) Delegations and Petitions.

Motion to Accept Consent Agenda with minor renumbering of items by: N.Caron

Carried

4. Correspondence – Application of Potential Trustee
Board members felt that we would recommend this trustee to OSM Council. The CEO contacted CAO Heather Scott, requesting that the new applicant be added to Council's agenda for appointment. The CAO responded that the recommendation of new applicant to the Library Board will be on the next Council meeting. T. Holmes will also try to make this happen. She will be invited to the next meeting to observe if the approval has not yet gone through Council.
5. Standing Items
 - a) Community Partnership and Outreach
Nothing reported
 - b) Strategic Plan
 - i) Programming 2023 Report : Communication A.P- A – *Develop a communication plan for each program/offering those highlights areas in the community*
The communication plan was not provided to the Board but will be sent separately and discussed at the next meeting.
 - ii) A.P.A.- *Annual plan for programming that is to be presented to the Board to include all ages and economic groups(*due to staffing a plan for the first 6 months, 2nd part of the year TBA)*
The CEO provided an outline of upcoming programs that the Board felt was a good overview of programs and their intended audience as well as the cost to clients and the cost to provide the program.
Some programs did not show cost-recovery, fundraisers, partnership or program. The CEO will provide this information to the Board.
The CEO noted that she is concerned about the impact that the robust programming has and will have on the staff.
She will also provide the evaluation component to the Board as it becomes available.
 - iii) Communication -A.P.C – *Newcomer Welcome Package Discussion*
There was a discussion that this is a Board initiative. A committee may be struck to discuss how to proceed to fulfill this section of the Strategic Plan. Deferred to February 2024 meeting.
6. Board Management Activities and Development
 - a) OSMPL Board Policy – HR- 12- Accessibility and Staff

Motion to pass Board Policy – HR-02 – Accessibility and Staff with minor changes by: C. Bolin
Seconded by: H. Zischler **Carried**

b) OS MPL Board Policy – OP- 15 – Records Retention Schedule

Motion to pass Board Policy OP-15 – Records Retention Schedule with minor changes by: T. Holmes
Seconded by: H. Zischler **Carried**

On a related matter, the CEO will let the Board know when our files will be available online after the system was hacked in December.

The patron database is purged every two years.

c) Clarification of communication process between Library and Townships financial reps, with T. Holmes, our liaison re: budget process

T. Holmes discussed the budget process. Our proposal got stopped at the Finance Committee. Our budget stood out as opposed to the budget requests from other departments. In order to keep property taxes at 2.89%, we needed to review our budget and resubmit it.

d) Discussion on whether a review of collection costs (and exceptions for Library services) would better education Trustee/Council to need for more stable funding and support a draft budget. Knowing what the costs are to acquire a new item would help in educating our funders and the public. The CEO will look at providing information on this even if it is general in nature.

e) CEO Evaluation update.

This is set to happen in March. If Board members have not sent their input to the Chair, please do so, anonymously, by Feb 15.

7. Acceptance of the December 2023 Financial Reports

The CEO clarified that our transfer from reserves that happened in December, was already budgeted and not to cover the Ontario government portion of our budget (except in the short term). After reviewing the final numbers from 2023 and paying the last invoices, there may be funds transferred back to reserves.

Re: budget line 2111 (Development Charges). These monies went towards the collection.

Any training from St. John's Ambulance will be taken from the H&S budget line.

Motion to accept the Dec 2023 Financial statements as presented by: C. Bolin

Seconded by: T. Holmes **Carried**

8. Acceptance of Chief Executive Officer Report

a) Health and Safety

i) Stewart Hall Security

The personal protection alarm has been tested and calls will go to the OPP. The Township is installing a building alarm for Stewart Hall.

C. Bolin questioned when we would see the CEO report with the categories outlined in the Strategic Plan update.

T. Holmes noted that the Library would be good if the library was marketed as a educational/intellectual hub.

c) Circulation Statistics

The circulation statistics look good but the Board would prefer an analysis of these at some point.

9. Business Arising From Minutes

a) Dual Lock Safe update – T. Holmes

T. Holmes will continue to try to make this happen

b) Zim Art donation update – E. Trotter

E. Trotter had reported that she had not been able to contact the Zim Art owner yet.

10. New Business

a) Bailieboro survey results and plans moving ahead

There were only a few responses to this survey but the input was that patrons wanted the library to move the hours, to switch collections between the branches and to do more programming at Bailieboro (which is happening now).

The Board suggested that we promote new programs at Bailieboro and let the patrons of the branch know how we have responded to their suggestions. CEO responded that she has been doing this.

b) Year End Summary

This was presented to the Board

c) Update on Summer Student Grant application (see 2024 Calendar)

The CEO reported that she has applied for this grant

11. Adjournment @ 3:22pm

Next Meeting – Wednesday February 21th @ 3:30pm – Keene Branch