

Otonabee-South Monaghan Public Library Board
Minutes
Wednesday, December 20th, 2023
3:30p.m.
Stewart Hall Branch

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

1. Call to Order @ 3:29p.m.

- 2. Consent Agenda:**
- a) Acceptance of Agenda**
 - b) Declarations of Conflict of Interest**
 - c) Acceptance of Nov 15, 2023 minutes**
 - d) Delegations and Petitions – none**
 - e) Correspondence – none**

Motion to accept the Consent Agenda by N. Caron
Carried

3. Standing Items

- a. Community Partnership and Outreach** -possible Christmas parade activity at Stewart Hall update.

There was an event at Stewart Hall on Dec 10th but the Library did not have a presence.

b. Strategic Plan

The Strategic Plan and updates are available on the Library website.

The CEO reported that she has booked a session for staff on Customer Service Training. This will be held on Feb 16 from 9am to noon at Stewart Hall. OSMPL is the first library in the region to have this training. It is being offered free of charge by TVLA and Employment Ontario. The only costs will be staffing and refreshments.

4. Board Management Activities and Development

a) 2024 Draft Budget

- i) update on OSM Township Council's Acceptance of the proposed Levy request

To reduce the initial levy request and to meet the levy funding proposed by the Township, the Library has reduced expenses wherever possible and will take additional required funds from Library Reserves. The Council was informed that this would substantially reduce Library Reserves, so that such funding from Reserves may not be possible in the future.

In future, to continue to meet community needs, the Library may require additional funding from the Township closer to the amount of the initial 2024 budget request. The Township granted the revised Levy request.

- ii) motion to pass 'finalized' OSMPL Board 2024 Budget

Following the Nov. 2023 meeting, the budget needed to be adjusted and suggestions were sent to members for input.

Motion to approve the adjusted OSMPL 2024 budget Moved by: H. Zischler Seconded by: N. Caron
Carried

Motion to pass the increase in staff wages by 2% for 2024. Moved by: H. Zischler

Seconded by: E. Trotter **Carried**

b) Motion to pass OSMPL Board Policy HR-02 – Staff Selection and Assignment

Motion to approve HR-02 with minor changes and an adjusted review date of 2025 moved by: C. Bolin Seconded by: E. Trotter **Carried**

c) Motion to pass OSMPL Board Policy – FN-05-Respect and Acknowledgement Declaration

Motion to pass FN-05 with minor changes and an adjusted review date of 2025 moved by: E. Trotter Seconded by: H. Zischler **Carried**

d) CEO Evaluation – update

The HR Committee has had discussions on how to proceed with the 2023 CEO evaluation (similar format to 2022 chosen). CEO's 2023 goals are to be given consideration. The HR Committee will be distributing the evaluation to Board members who need to return it to N. Caron by February 14, 2024.

The CEO will also review her goals from last year, completing a self-evaluation as well.

It is anticipated that this process will have been completed by March.

e) Board Evaluation – update- C. Bolin

C. Bolin distributed information on Board Evaluation from OLS. We will be looking at this policy in March. The Board will be asked to complete a self-evaluation in January.

5. Acceptance of the November 2023 Financial Reports

Concerns were raised about the money that was recently taken out of the investment certificate. (investment certificate contains reserve funds) The purpose of removing the investment funds was to put budgeted reserves into operations (Refer to the financial statement's income section for transfers from reserves) according to the budget for 2023. This leaves the investment certificate at approximately \$1800. The annual Provincial Grant is late this year and the CEO was concerned that she would have to take funds from reserves to cover operating expenses. CEO reported the funds came in a few days before.

Motion to accept the November 2023 Financial Reports moved by: N. Caron Seconded by: H. Zischler **Carried**

6. Acceptance of Chief Executive Officer Report

a) Health and Safety

i) Staff Health and Safety Rep.

This was addressed in the CEO report. A rep. has volunteered.

ii) Stewart Hall Security

Discussion arose around a recent break-in at Stewart Hall. Similar break-ins have occurred in the past year.

Prior to the meeting, the CEO had suggested the installation of security cameras. Discussion around her suggestion included:

- Cost of installation and maintenance of cameras?
- Is this allowable in a building that we do not own?
- Privacy of patrons if cameras were located inside
- Will security cameras deter or help identify those who break in?
- Policies that need to be developed in this area

Several thoughts were also forwarded:

- secure all funds
- provide outside motion detector lights
- ask the OPP to do more frequent drive bys

There was no consensus on this matter. It was tabled to the January 2024 meeting for additional consideration.

b) Kawartha Credit Union Affinity Shares report

OSMPL has \$978 in shares at KCU. They have growth potential and can be cashed at any time though it may take up to a year to find a purchaser. Since the funds are not required at this time, no action will be taken.

Motion to accept the Dec. CEO report moved by: E. Trotter Seconded by: H. Zischler **Carried**

The Board commended the CEO on the winter programming lineup and the look of the programming guide.

7. Business Arising from Minutes

. a) Dual Lock Safe -update (T. Holmes)

This has not yet been installed and was deferred to the January meeting.

b) Program Communications/Library Clerk Exit Interview and Replacement Update -update CEO

The employee has not completed the exit interview. Information on a replacement staff member was made available to Board in the CEO report.

c) Zim Art Donation Public Recognition

The contact person for this is away and will be available in January.

d) Friends of OSMPL Giving Tree – update – H. Zischler

The Friends of the OSMPL were able to provide \$490 to the OSM Food Cupboard as well as a substantial donation of food. As a volunteer for the OSM Food Cupboard, N. Caron thanked the Friends for their contribution.

The Friends are looking forward to doing this again next year.

8. New Business

a .CVITP grant update – N. Caron

N.Caron reported that C. Caron had applied for a grant re: doing income tax for low-income residents. The grant has been approved and a small portion will be shared with a second volunteer location. It is for a portion of \$2400 and is to be used for office costs, promotion, Wi-Fi, routers etc. There is an extra \$250 available for identifiable populations.

The OSMPL Board thanks Claude Caron for his efforts in this area.

b. Bailieboro survey results and plans moving ahead

Bailieboro Thursday hours will be 12-6:30 pm.

The Board/CEO was reminded that all staff shifts need to be a minimum of 3 hours.

c. Year End Summary

Accomplishments for the year included the update to the Strategic Plan, Programming goals and the Board calendar.

Further discussion will occur at the January 2024 meeting.

d. Adjournment @ 5:27

Moved by C. Bolin

Next meeting: Wednesday, Jan 17, 2024, 3:30p.m. Bailieboro Branch Library