

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

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

- 1. Call to Order @ 3:23p.m.**
- 2. Consent Agenda:**
 - a) Acceptance of Agenda**
 - b) Declarations of Conflict of Interest**
 - c) Acceptance of June 21, 2023 minutes**
 - d) Delegations and Petitions – none**
 - e) Correspondence – none**

Motion to accept the Consent Agenda by N. Caron

Carried

3. Standing Item

a. Community Partnership and Outreach

E. Trotter has made plans to interact with the Historical Society re: partnership events.

N. Caron offered congratulations to the OSMPL staff for recent social media posts that involve other community groups.

The recently hired Program Co-ordinator has visited a number of community events in the last weeks. The Library will have a presence at Pumpkinfest on Oct 14th.

4. Board Management Activities and Development

a. Motion to approve hiring of Interim Program Coordinator, Rebecca Reynolds

Motion to approve the hiring of Rebecca Reynolds by C. Bolin

Seconded by: E. Trotter

Carried

b. Motion to Pass Board Policy OP-01 – Privacy, Access to Information and Electronic Messages under CASL policy

The Board needs to make some additional adjustments to wording and will review these changes at the next meeting prior to passing this policy.

c. Motion to Pass Board Policy HR-04 – Public Holiday and Leave Policy

After discussion and minor changes, C. Bolin motioned to pass HR-04; seconded by

T. Holmes.

Carried

d. Motion to pass Board Policy PG-06 Programming Policy

Deferred to the October meeting. It will be reviewed along with HR-08 and OP-02. Please send possible edits to these policies to N. Caron by Oct 5.

The CEO assured the Board that policies that have been approved have been updated on the OSMPL website.

The Board Chair reminded the CEO that the Chair's signature is required on policies prior to posting.

e. Board calendar of events, policy review etc.

N. Caron and C. Bolin will review and present to the Board at the October meeting.

5. Acceptance of the June, July and August 2023 Financial Reports

C. Bolin questioned the amount assigned to Office Supplies and asked why the Zoom charges were not in the same budget line as the Quickbooks charges (Office Admin). The CEO will make this adjustment putting both in the same account.

The CEO provided clarification re: the varying monthly costs for Quickbooks.

Motion to accept the June financial statements by: E. Trotter; seconded by T. Holmes

Carried

Motion to accept the July financial statements by: H. Zischler; seconded by C. Bolin

Carried

Motion to accept the August financial statements by: C. Bolin, seconded by E. Trotter

Carried

6. Acceptance of Chief Executive Officer Report

Motion to accept the July, August, September CEO reports by E. Trotter; seconded by T. Holmes

Carried

a. Health and Safety

The CEO mentioned that Health and Safety was an agenda topic at the July staff meeting.

7. Business Arising from Minutes

a. Dual Lock Safe Update

The safe has arrived and needs to be bolted in place for safety and security. Council Rep, T. Holmes, will facilitate this process.

b. Investment Redeemable

This item was addressed in the CEO report.

c. New Trustee Recruitment update

There have been no candidates who have expressed an interest in joining the Board.

Recruitment will continue to be a priority.

d. 2024 Draft Budget – update

The CEO has not provided a draft budget for the 2024 year as requested. The Board would like to see the proposed budget asap with notice of reserves as well as a copy of the five year tech plan included.

e. Strategic Plan

Deferred due to lack of time.

f. Bailieboro OSMPL Survey Report

The CEO provided brief comments. There have been 8 online responses to date. Though it is early days, the initial thoughts are that the community would like a change to Saturday hours.

g.No Fine Promotion Update

The Board would like to see additional promotion of the no fine policy that has been in effect for a year. Information highlighting this change will appear in the next newsletter: promotion will also appear online.

8. New Business

a. OSMPL Cheque Signing Information

N. Caron informed the Board that we are dispensing with the past practice of signing blank cheques. The second signing officer will only sign cheques with payee information on them. The CEO will review the online protocol with Kawartha Credit Union to provide the second signer with verification of transactions.

9. Adjournment @ 5:42p.m. – moved by T. Holmes

**Next meeting: Wednesday Oct 25, 2023 – Bailieboro Library
3:30p.m.**