

**Otonabee-South Monaghan Public Library Board Meeting Minutes**  
**Monday, June 27th, 2022**  
**4:45 to 6:30 p.m. Keene Public Library**

**Present:** Val Crowley, Ann Cathcart-Andrews, Colleen Bolin, Elaine Trotter, Marion Burton, Mark Allen, Carolanne Nadeau (CEO) in person  
Nancy Caron and Heather Zischler via Zoom

1. **Call to Order:** Chair, Val Crowley called the meeting to order at 4:48
2. **Acceptance of Agenda:**  
Request to add Summer Updates to the agenda by E. Trotter  
*With the noted addition, E. Trotter moved; M. Burton seconded that the agenda be accepted. Carried.*
3. **Declaration of Conflict of Interest:** None
4. **Acceptance of May 9, 2022, minutes:**  
It was noted on agenda item 10 that N. Caron had noted that the library must always be transparent in hiring practices.  
Change to item 14e from OBLA to OLS.  
*With the noted changes, A. Cathcart-Andrews moved to accept the May 9<sup>th</sup> minutes. C. Bolin seconded. Carried.*
5. **Delegations and Petitions:** None
6. **Correspondence:** None
7. **Health and Safety:** see the CEO's report.  
The cleanup at Bailieboro re: flooding has happened. E. Trotter questioned whether there was any mould in the under pad as a result of the flooding. The CEO responded that she felt that this was not the case. Patron Code and Conduct Policy has been worked on. See item 14 for further information.
8. **Standing items:**
  - a) **Hiawatha First Nation Formal partnership**  
The CEO provided a report on a recent meeting with HFN representatives as first steps towards a partnership with OSM library and HFN. There is currently no collection at HFN. Sources of funding will be explored by reps from HFN.
  - b) **Survey-Stewart Hall Community** – nothing to report

**9) Acceptance of Apr/May Financial Report**

The CEO noted that there was no income noted but that was only because she had not gone to the bank.

Two Small Rooms have made a \$1,000 donation that will be reflected in June's statement.

The reimbursement noted is the cost of shelving and books at Stewart Hall.

**Motion to accept April and May financial reports by Elaine Trotter and seconded by Marion Burton Carried**

**10. Acceptance of the Chief Executive Officer Report:**

It was noted that it is good to have the Day Care back again for visits. Also, the JK/SK classes had been in.

The Federation of Anglers and Hunters is replacing fishing rods for the Tackleshare program.

There were questions about the Summer Reading Club activities. Participants come once per week and the Day Care comes for an afternoon to participate in the SRC.

Amanda and Elaine Trotter will promote the SRC at Bailieboro.

**Motion by Nancy Caron and Second by Mark Allen to accept the CEO's report. Carried**

**11. Business Arising from the Minutes:**

**a) Liability Insurance – request for information letter**

This letter is being re-done by Val Crowley and she will send it along to Heather Scott at OSM Township. She hopes to have the letter done by mid- July and the response by the end of Aug.

**b) Staff Letters**

There was discussion of developing letters for staff re: March Break programming. Val Crowley will do these letters.

**c) Small battery collection – update - see attached information**

The information on this was made available to the Board. It was suggested that the information on This program be put on the website and added to the insert sent with the tax bill to residents.

**12. Strategic Plan Update – nothing to Report**

**13. New Business:**

**a) 2023 Budget Initiative**

The CEO is working on developing the budget for 2023. This budget will probably be passed in January as the new council will be in place by then. The Board hopes to see a preliminary budget as it will help them determine what to emphasize in the next year and how the money is looking.

**Moved by E. Trotter and seconded by N. Caron that a preliminary budget be presented to the Board by the September meeting. Carried**

**b) Keene United Church Christian Education Committee – Nancy Caron**

Nancy reported on an initiative developed at the KUC that attempts to link all groups that serve youth in the community and develop new initiatives around this. This will stop duplication of efforts

in the community and make everyone aware of the opportunities available. It is hoped that the library will maintain contact with the Christian Education Committee, and it will be a standing item on future agendas. Nancy Caron will be our liaison.

#### **14. Board Management Activities & Development**

##### **a) Board By-Laws Motion**

These will be reviewed as a whole in August and September.

##### **b) Patron Code of Conduct Policy**

Ann Cathcart Andrews suggested that the policy committee review all policies using the OLS list as a template and present them to the Board to review in August/September.

**Moved by M. Allen and seconded by M. Burton that the policy review committee review all policies and present to the Board in a meeting in August/September. Carried**

##### **c) Procurement Policy and Privacy Policy**

see above

##### **d) Board Legacy Planning**

Elaine Trotter will bring this up for discussion in September. She will distribute information and solicit input. Board members should reply by Aug 22<sup>nd</sup>.

#### **15. Summer Updates - Elaine Trotter**

Elaine felt that it is a long time between the June meeting and the September meeting and that the Board should have updates from the CEO during the summer. The CEO was requested to provide a general financial and CEO report for June to be sent out in July and for July to be sent out in August.

#### **16. In Camera Meeting**

**Motion by E. Trotter and seconded by M. Allen to move in camera. Carried**

There was a discussion re: library communications

**Motion to move out of in camera session by M. Allen and seconded by E. Trotter. Carried**

#### **17. Adjournment:**

Elaine Trotter moved to adjourn the meeting

Next Meeting will be held on Aug 29<sup>th</sup> to review policies

Next Regular Meeting – September 19, 2022, 4:45 pm at Bailieboro Branch