

Otonabee-South Monaghan Public Library Board Meeting Minutes
Monday, May 11, 2022,
4:45 to 6:30 a.m., Keene Library

Present: Ann Cathcart-Andrews, Colleen Bolin, Nancy Caron, Elaine Trotter, Carolanne Nadeau

Virtual: Heather Zischler

Regrets: Marion Burton, Val Crowley **Absent:** Mark Allen

1. **Call to Order:** Vice-Chair, Ann Cathcart-Andrews called the meeting to order at 4:46 p.m.
2. **Acceptance of Agenda:** Date on agenda needs to be corrected to May 11.
With the noted change, Elaine Trotter moved; Heather Zischler seconded that the agenda be accepted. Carried.
3. **Declaration of Conflict of Interest:** None
4. **Acceptance of March 28, 2022 minutes:**
 - Header date change from March 29 to March 28*With the noted change, Colleen Bolin moved to accept the May 11, 2022 minutes. Elaine Trotter seconded. Carried.*
5. **Delegations and Petitions:** None
6. **Correspondence:** None
7. **Health and Safety:** Nothing to report
8. **Standing items:**
 - a) **Hiawatha First Nation Formal partnership:**
 - There was nothing new to report.
 - A question was raised about why a past practice of taking books to Hiawatha had stopped. Response was that there had not been sufficient usage to justify continuing the service.
 - It was suggested that someone representing the OSM Public Library needs to make a ‘first’ contact with someone representing the Hiawatha Community. The Library CEO will work on making this contact.
 - b) **Survey-Stewart Hall Community:**
 - Something needs to ‘pulled together’ in response to the 2021 Fall Stewart Hall Survey.
 - CEO, Carolanne Nadeau will look at what is possible from an operational viewpoint.
 - It was suggested that individual e-mails be sent to individuals who had indicated interested in serving on a Stewart Hall Library committee as indicated in the survey.
 - Elaine Trotter was hopeful that we may be able to attract youth who do not presently use the library.
 - If the Library is using the upstairs Hall, does our insurance cover this space? CEO response- “Yes”.

9. Acceptance of March 2022 Financial Report:

- Two Small Rooms has made a financial contribution, but this will be reflected on the next report.

Ann Cathcart-Andrews moved to accept the March 2022 Financial Report. Nancy Caron seconded. Carried

10. Acceptance of the Chief Executive Officer Report:

- The cost of the two (2) days of work to complete 'clean-up' at the Stewart Hall Branch resulting from the December water damage has been sent to OSM Township, c/o Mike Nelson. The Township would like their staff to take the books off the shelving units. The CEO would prefer library staff to remove the books. The cost for staff to do this would be \$2000-\$3000. A suggested compromise was to have one library staff supervise the municipal staff that would also do the lifting. The library would be shut for the Saturday, but should be reopened by Wednesday.
- The summer staff position has been filled. It was not posted. Pay is \$15/hour. The position terminates at the end of August.
- More information on the collection of small batteries will be provided when the information arrives. This service was commended as offering a good will service.
- A question arose as to whether it might be possible to have the 'OSM libraries' note cards for sale at the upcoming plant sale. Heather Zischler, who is also a member of Friends of the Library' gave the 'go-ahead' for this. Donations of baked goods and plants are also very welcome. It was noted that 'jumping worms' may be a concern for some buying plants this year.
- The recent newsletter looked great. The information about the upcoming Technology Workshops at the library demonstrates a great service provided locally by the library. The CEO informed the Board that she needs to talk to the vendor about the quality of services provided regarding the newsletter e-mail distribution.

Elaine Trotter moved to accept the Chief Executive Officer Report. Heather Zischler seconded. Carried.

11. Business Arising from the Minutes:

a) Board Liability Insurance:

- Trustees had been e-mailed the letter that the Chair sent to the Township regarding questions about the insurance policy. The CEO did not receive this e-mail. The Vice-Chair will forward the e-mail to the CEO. There has been no response from the township yet. We will address this matter again at the June meeting.

b) Staff letters:

- The thank you letters to the staff involved in the Minecraft March Break camp have not been received. As the Board Chair, Val Crowley is presently away, Vice-Chair, Ann Cathcart-Andrews will follow up with Val upon her return and will report back at the next meeting.

12. Strategic Plan Update: nothing to report

13. New Business:

Due to a full agenda, no additions

14. Board Management Activities & Development

- Ann Cathcart-Andrews suggested that a small committee of three (3) would be more expeditious to review/revise policies. The present procedure of sending policies to review out to all Trustees electronically, asking for revisions, resending and then presenting at a Board meeting does not always work well. The Policy committee would review/revise policies and then present to the Board for final review/revision.
- The CEO noted that it would be better if the copies of policies could be requested digitally as the format would include the necessary header and not involve having to retype the document.
- It was noted that Policies that are overwhelming are not good – e.g. recently reviewed Library and Political Elections policy- tried to streamline and apply the policy to Federal/Provincial/Municipal elections.

Elaine Trotter moved that a committee of three (3) Board trustees be established to review policies in order to update in preparation for presentation to the full Board. Colleen Bolin seconded. Carried.

Several trustees expressed an interest in serving on the committee and Ann Cathcart-Andrews will send out an e-mail requesting members for the Policies' committee.

a) Board Bylaws

b) The Patron Code of Conduct policy

- Discussion: If staff is working alone and a patron is not responding positively what is the procedure? The CEO, as part of operational procedure, has instructed staff: "keep calm, if patron is getting agitated/confrontational, staff member can go to office to use phone or use panic button. Staff is advised to try to de-escalate the situation. Report situation to the CEO. The CEO will investigate and follow-up."
 - Where does staff go if trapped in the room? Try to go outside.
 - Does the CEO maintain a file of various warning and escalating behaviours?
 - Exclusion is the responsibility of the CEO.
 - What is the security monitoring company's response time?
- Trustees agreed that the verbally informed procedure is fine, but needs to be written into the policy. It was suggested that the Board should wait to pass this policy until the procedures noted above are written into the policy. The revised Patron Code of Conduct policy will be presented at the next meeting.

c) Library and Political Elections Policy OP-3 :

Colleen Bolin moved to accept the Library and Political Elections policy as presented. Elaine Trotter seconded. Carried.

d) CEO evaluation and review

Elaine Trotter moved that a committee of 3 Board Trustees be struck to review and update CEO Job Description and Evaluation. This committee will report back to the "Full" by the September Board meeting. Colleen Bolin seconded. Carried.

Several trustees expressed an interest in serving on the committee and Ann Cathcart-Andrews will send out an e-mail requesting members for the Policies' committee.

e) Board Legacy Planning:

- Elaine Trotter participated in a Webinar presented by OLBA regarding the importance of Board Legacy Planning. More complete information can be found at **olservice.ca**. Go to **Learn HQ** where you will be required to make up a user name and password. Click on the webinar box. The webinar may be listened to and slides are available.
- The legacy document has three (3) sections:
 1. Review - outgoing Board looks over activities and initiatives.
 2. Reflects – a) Trustees reflect on the review b) Trustees reflect on personal experiences
 3. Recommends- ‘Looking ahead’. Trustees suggest initiatives that in their opinions have not been completed. Trustees make suggestions for fresh initiatives that may be perceived in the strategic plan.
- Legacy planning leads to the legacy document. The format is at the discretion of the Board with an emphasis on brevity.
- Purpose: partial orientation tool for incoming Board Trustees. Provides the outgoing Board a chance to pull together actions upon which they have focussed.

15. Business Arising:

Nora Reynold’s retirement: As noted in earlier minutes, Nora will be retiring at the end of August. The Library Board would like to recognize her endeavours and years of service. Heather Zischler offered to ensure a Retirement card is available for salutations and signatures. Gift? The CEO will suggest some ideas for a gift. She informed Trustees that the library has a budget line for this expense. Would a ‘drop in’ at the library be appropriate?

Elaine Trotter moved that the Board, with the support of the CEO, undertake the planning of a retirement celebration for Nora Reynolds (Program Coordinator) within the following financial parameters- Gift up to \$200.00 and Event up to \$200.00. Heather Zischler seconded. Carried.

15. Adjournment:

At 6:20, Elaine Trotter moved that the meeting be adjourned. Heather Zischler seconded. Carried.

***Next Meeting: June 27, 2022
Location to be determined***