

**Otonabee-South Monaghan Public Library Board Meeting Minutes**  
**Wednesday, October 14, 2020, 4:30-5:45 p.m.**  
**Baillieboro Public Library**

**Present:** Val Crowley, Ann Cathcart-Andrews, Nancy Caron, Elaine Trotter, Mark Allen, Carolanne Nadeau

**Regrets:** Heather Zischler

**1. Call to Order** at 4:33 p.m. by Chair, Val Crowley

**2. Acceptance of Agenda**

Item 7-Health and Safety does have a report.

***With the noted change, Elaine Trotter moved; Mark Allen seconded that the agenda be accepted. Carried.***

**3. Declaration of Conflict of Interest:** None

**4. Acceptance of September 16, 2020 minutes**

- Item 8 c) – ‘inquire’ not ‘enquire’
- Item 8 d): For clarification, first sentence changed to *“Due to the closure of the library because of COVID-19.”*
- Item 9-first bullet: word ‘outcome’ changed to ‘income’
- Item 10-3<sup>rd</sup> bullet: For clarification, 2<sup>nd</sup> & 3<sup>rd</sup> sentences changed to *‘On a recent Saturday, cars parked in our ‘lot’, so owners could go across the road to an ‘eatery’, were parked two cars deep. The staff member on duty took a picture of this and sent it to the library CEO’*

***Nancy Caron moved; Elaine Trotter seconded that the minutes be accepted with the above noted changes. Carried***

**5. Delegations and Petitions:** None

**6. Correspondence:** None

**7. Health and Safety**

**a) COVID-19-phase**

- Staff are reporting (signing/dating) self testing before work. Staff members were reminded that they must screen patrons who enter the library. Masks are mandatory for both staff and patrons. If a staff member is alone or alone in an enclosed space in a library, he/she is not required to wear a mask.
- A question was raised about the cleaning of heating systems in the branches to ensure good air flow, especially during this time of COVID-19. Carolanne Nadeau, CEO, will look into this;

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Mission

“To enrich community life by fostering the joy and love of reading, and encouraging life-long learning in a welcoming environment.”

although she did think that the heating systems had just had regular maintenance prior to the closure due to COVID.

#### **8. Standing items:**

- a) Hiawatha First Nation Formal partnership** – nothing to report, but Mark will continue to investigate.
- b) Survey-from Stewart Hall walk about, online, and branches update** - defer
- c) Strategic Planning-reminder of SOLS Strategic Plan in the Age of COVID-19 webinar Nov. 10.**
  - Some executive members plan to attend and hope to bring back some ideas pertinent to our strategic planning.
- d) Stewart Hall Branch Committee** –defer
- e) Panic button necklaces for Stewart Hall and Bailieboro Branches**-defer to November meeting

#### **9. Acceptance of September 2020 Financial Reports**

- Noted that User Fee income is down due to COVID-19 related closure.
- Two recent donations, totalling \$100.00 will be shown in the next financial report.
- The costs for the library did not change significantly during the COVID-19 closure, as staff still worked. Some staff worked less hours.

*Ann Cathcart-Andrews moved; Elaine Trotter seconded that the September 2020 Financial Reports be accepted. Carried.*

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

- Friends of OSM are applying for the raffle license for the annual Friends' of the Library Christmas raffle. Tickets may be purchased online, as well as at the branches. They may also be available at other locations. The draw for prizes will take place on December 16, 2020.
- The Board members will provide funding for a grand prize. Suggestions were made that the Grand Prize reflect a 'tour of Otonabee-South Monaghan' as we support local by buying gift cards from enterprises in our township. Whether the gift cards would be grouped to be one grand prize or in separate lots would need to be decided. The library CEO noted that some businesses have already donated, but she will look at past donations to help decide the gift card buying strategy.
- The library 2021 budget proposal is soon to be completed. It was suggested that the library CEO indicate the costs to close Stewart Hall, should that be proposed.
- The Board chair, Val Crowley, will prepare 'Thank you notes' for Two Small Rooms and The Boutique thanking them for their hard work. This could then be posted for clients to see.
- Our CEO shared her 'Thank you' letter to the CEO of SOLS for SOLS' assistance during this year of financial cutbacks and pandemic procedures. A copy has been sent to the Premier, Minister and SOLS' Board Chair.
- The regional library CEO's have a meeting next week. Our CEO will suggest sending the CEO's send a note of thanks to SOLS.
- Carolanne Nadeau noted that there is no longer a division of North and South for the library system. SOLS will now be known as OLS.

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#### Mission

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- Please note some of the virtual programming and marketing strategies that Nora Reynolds, Jayce Manley and CEO, Carolanne Nadeau have suggested in the CEO report.
- At the outset of the meeting, Chair, Val Crowley had thanked the library staff for efforts in joining the Pumpkin Fest initiative. Ann Cathcart-Andrews commended the library CEO and staff on the excellent ‘Pumpkinfest’ decorating outside the Bailieboro and Keene Branches. Board members praised staff for showing this high level of community spirit and involvement.  
*Nancy Caron moved; Elaine Trotter seconded that the Chief Executive Officer’s report be accepted.*  
*Carried*

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

- The first 3 items were addressed in item 12- CEO’s report.
  - a) Letter of commendation to SOLS for their continued support during the pandemic**
  - b) Two Small Rooms & The Boutique openings update**
  - c) Parking Signs** – waiting for them to arrive and be installed.
  - d) Cards of Condolences to Pat Wood’s Family and David Nelson’s Family**
- The Board Chair will prepare and send these cards.
- Discussion ensued about a way to honour Pat Wood’s dedication to the OSM libraries, especially the Bailieboro branch. It was suggested that a corner in the Bailieboro Branch be dedicated to Pat, where books could be featured as ‘Pat’s Pick’. As Pat had eclectic tastes, these could range from a favourite author, book, history, or Women’s Institute resources. Would it be possible to have a sticker created to identify the resource as Pat’s Pick? A corner between two doors in the rear room of the Bailieboro library was suggested as ‘Pat’s Corner’. Would it be possible to display a picture of Pat there? Elaine Trotter volunteered to contact the artist who painted the picture of the three branch libraries (the retirement gift for Pat) to see if making stickers or signage for the corner would be feasible.

**12. Board Management Activities & Development**

- a) Friends Annual Christmas Raffle – Board prize donation** –discussed during CEO’s report

**13. New Business:**

- a) Board Meeting schedule** – Board members were reminded that the next meeting would be a morning meeting at the Stewart Hall Branch.

**15. Adjournment: 5:20**

*Elaine Trotter moved and Ann Cathcart-Andrews seconded that the meeting be adjourned.*

**Next Meeting: Wednesday, November 18, 2020 –Stewart Hall Library – 8:30 to 9:45 am**