

**Otonabee-South Monaghan Public Library Board Meeting Minutes**  
**Monday, October 24, 2022,**  
**4:30 to 6:15 a.m., Bailieboro Branch OSM Public Library**

**Present:** Val Crowley, Nancy Caron, Elaine Trotter, Marion Burton, Mark Allen, Carolanne Nadeau

**Regrets:** Heather Zischler, Ann Cathcart-Andrews, Colleen Bolin

1. **Call to Order:** Chair, Val Crowley called the meeting to order at 4:38
2. **Acceptance of Agenda:** Additions: Item 8: Standing Items: add c) Keene United Church Christian Education Committee  
*With the noted change, Marion Burton moved; Elaine Trotter seconded that the agenda be accepted. Carried.*
3. **Declaration of Conflict of Interest:** None
4. **Acceptance of Sept. 19, 2022 minutes:**  
#14: e) **Advertising for Board Members, new term** – delete the word “brochure”  
*With the noted changes, Marion Burton moved; Elaine Trotter seconded that the minutes be accepted. Carried.*
5. **Delegations and Petitions:** None
6. **Correspondence:** None
7. **Health and Safety:**
  - The CEO is still requesting a staff member volunteer to be the Health and Safety Staff Representative. Trustees suggested asking staff to share this duty for 4–6-month stints and noting that there is a check list to follow, so duty is not perceived as too onerous.
8. **Standing items:**
  - a) **Hiawatha First Nation Formal partnership:**
    - It was noted that Hiawatha First Nation baskets which had been given to the English Royal family are being brought back by Hiawatha First Nation and Peterborough Archives and Museum for display. Could the library somehow promote/support this historical presentation of baskets from this area?
  - b) **Survey-Stewart Hall Community:**
    - The CEO will set up an e-mail using the OSM Public Library account, as the Stewart Hall committee felt that using their personal e-mail addresses might not be well received. The CEO will send the address to Nancy Caron. The Stewart Hall committee can then contact the survey respondents regarding setting up a meeting.
  - c) **Keene United Church Christian Education Committee:**
    - Nancy Caron apologized for a lull in communicating events for advertising in the weekly Church announcement e-mails and advertising on the Library website and monthly newsletter. With a busy holiday season approaching, there will be more events in the township to share.
9. **Acceptance of September 2022 Financial Reports:**
  - Need to change month in the Financial Report title from August to September.  
*With the noted change, Nancy Caron moved to accept the September 2022 Financial Reports. Marion Burton seconded. Carried*

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

- The CEO can now do the HST rebate.
- Jayce Manley was thanked for ‘manning’ the Library display at the recent blustery, cold and wet PumpkinFest. Tom Zischler was also thanked for his support. The CEO has budgeted for a gazebo in the 2023 draft budget to provide shelter during such events. Question: Would a business sponsor? Answer: Will pursue this idea, but for the meantime, it will stay in the proposed budget.
- Marion let us know that the Lion’s Club Santa Claus Parade is on Dec. 10. The theme is Toyland and she suggested that the Library would be welcome to enter a float. The Library has done so in the past.
- Are Friends of the Library having a Christmas raffle this year? At this point, the CEO has not heard that there is one being organized.

***Elaine Trotter moved to accept the Chief Executive Officer Report. Mark Allen seconded. Carried.***

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

##### **a) Minecraft Camp Programming 2022 Report:**

- The CEO was complimented on the very thorough report. The organization and planning was exceptional and resulted in a very positive outcome.
- The CEO noted that the budget for programming had not been spent on this activity, as the expenses from Minecraft have been reimbursed by the fees.
- Question: Could any surplus be used for ‘take home crafts’?
- Question: License Fee – This was included in the March program cost.
- Trustee, Elaine Trotter requested to meet with the CEO regarding questions/clarifications of some of the information in the report. The CEO directed Elaine to send an e-mail rather than a face-to-face meeting.

##### **b) Library Board Recruitment:**

- The CEO was recognized for her creation of an excellent Library Board Recruitment brochure.
- Where is this brochure accessed? Response: Library Branches, website and the township office.
- Have the Library Board positions been advertised in local newspapers? Response: The CEO needs to contact Heather Scott, Township Office, to see what has been or will be done. Trustees were requested to e-mail thoughts about what needs to be in an advertisement for recruiting members.
- The CEO noted that the application date for members for the new Board is November 1, 2022.

#### **12. Strategic Plan Update:**

- Community outreach is being successfully addressed. Decorative workshops have been very well attended. See the CEO Report for details.

#### **13. New Business: a) Draft 2023 Budget**

##### **First Aid recertification**

- A question was raised regarding budgeting for the St. John’s Ambulance First Aid recertification (Health and Safety). There is an extra charge of \$10.00 for a course which would include First Aid for children. When the daycare/school groups visit, the teaching staffs are responsible for any required First Aid.
- The CEO recommends recertification in 2023 for herself, Amanda, and the Programmer.

### **Programmer Position**

- Carolanne is anxious for the Council's approval of this budget so she can fill the programmer position (empty since September), which would include an extra 6 hours. Nora Reynold's previous position was split into two jobs, this being one.
- If the draft budget is not accepted by the Township, would the library have sufficient funding for this? - there would be savings from a lower placement on the salary grid? -invest from reserves? -savings from HR deferred funds as there has been a savings in the HR budget since September ? The programmer's hours could provide flexibility in staffing.

### **Gaming Program**

- The Board discussed the gaming program proposal for Stewart Hall. Concerns included having enough community support/participation, monitoring of the youth, parental approval. In answer, youth have been enthusiastic about Minecraft, and this would provide a safe and social environment. Success could lead to future programs such as coding courses.
- The Stewart Hall community has become active in the Library and the strategic plan emphasizes community outreach. The Township and the auditors expect us to use some of our reserves, which would be utilized to purchase equipment and programs.
- The budget also represents an effort to decrease dependency upon fundraising.  
***Elaine moved to accept the draft 2023 budget. Marion seconded. Carried.***

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

- a) **Board Policies HR-1, HR-3, HR-4 and HR-5** - These policies are deferred to the November meeting as a Policy Committee member was still out the country and could not attend this meeting to present them. The CEO advised when scheduling the November meeting that this member may not be on the board as Council will be appointing new board members at their inaugural meeting in mid-November. A trustee spoke up and said that new appointees as in past years would be appointed and the new board would take office in January as done in the past. The CEO then informed the board she had been advised by the township that the new board members would be appointed at Council's inaugural meeting in mid-November and the new board will be in place. A discussion ensued.  
**HR-10 Employee Conduct** – Carolanne will explain to staff that a policy is pending regarding a dress code when the public is in attendance.
- b) **Board Legacy Planning:** Elaine will send the Board a summary of what trustees have sent so far, which might help others in their responses.

## **15. Adjournment:**

***Elaine Trotter moved that the meeting be adjourned.***

***Next Meeting: Nov. 28, 2022 – 4:30 p.m.  
Stewart Hall Branch OSM Public Library***