

Otonabee South Monaghan Public Library Board Meeting

Feb 21, 2024, 3:30-5:30 p.m.

Keene Branch

Present: C. Bolin (Acting Chair) , H. Zischler, C. Nadeau (CEO), T. Holmes, J. Cowie

Regrets: E. Trotter

1. Call to Order @ 3:38 p.m.
2. Respect and Acknowledgement Declaration – T. Holmes
3. Introduction of New Board Member

All members off the Board welcomed J. Cowie to the Board and wished her success in her tenure.

4. Correspondence – Letter from N. Caron
C. Bolin read a letter of resignation from N. Caron – resigning from the Board and the position of Board Chair.

5. Vote on Officers

H. Zischler nominated T. Holmes to be Chair of the OSMPL Board for the remainder of the term. Seconded by: J. Cowie **Carried**

6. Cheque Signing Authority

H. Zischler agreed to take on the role as the second member of the Board to sign cheques. The CEO will arrange this with Kawartha Credit Union.

Motion by T. Homes and Seconded by J. Cowie to have H. Zischler be the second Board members sign cheques for OSMPL **Carried**

7. Consent Agenda a) Acceptance of Agenda b) Declarations of Conflict-of-Interest c) Acceptance of Jan 20, 2024 minutes d) Acceptance of Special Meeting Minutes – Jan 29, 2024 e) Delegations and Petitions

Motion to Accept the Consent Agenda by C. Bolin Seconded by .T. Holmes **Carried**

8. Standing Items

- a. Community Partnership and Outreach

The CEO reported that the spring program guide will be out soon. In May, the Library will be partnering with HFN for some workshops.

- b. Strategic Plan

- i. Programming- Develop a communication plan for each program/offering that highlights areas in the community (deferred from Jan 2024 meeting)

This was provided to Board members.

- ii. Communication A.P.C. – Newcomer Welcome Package discussion (deferred from Jan 2024 meeting)
This Board initiative is to offer something to Newcomers to the community perhaps through schools and through those paying their taxes.
H. Zischler will make the initial enquiries about what is being done in the Township and what possible ways we can develop this package. She will have a report for the March meeting.
- iii. Discussion re: Volunteer Appreciation for April
H. Zischler asked to take on this project. We will give a small event and give tokens of appreciation to our volunteers. We will ask them to make a short presentation to the Board about what they have been doing for the past year. This will happen prior to the April meeting. In order to have this event, we will move the March meeting to the Keene Branch
- iv. Develop a communication network throughout OSM that can get our stories told.
The CEO outlined the many ways that the Library communicates with members of the community. Among them are the program guide, Facebook, poster and flyers Instagram etc. J. Cowie volunteered to help spread the word through Northshore school.
C. Bolin asked about having information in the Township newsletter that goes to every taxpayer. The CEO will look at making this happen as it is usually only a few sentences.

9. Board Management Activities and Development

- a. Review of Board Policy GOV -07
Deferred to March 2024 meeting
- b. Review of Board Policy VOL -01
Deferred to March 2024 meeting
The Board felt that we could try a different method to review policies. C. Bolin will take input from other Board members and put into a Google Doc for review. We will try this method to determine if it makes the process easier for Board members.

10. Acceptance of January 2024 Financial Report

C. Bolin questioned which account the funds from the grant secured by C. Caron were in. The CEO had put the funds into the programming account. C. Bolin asked the CEO to double check this as prior discussions indicated that it needed to go towards office supplies. The CEO will investigate the parameters of the grant.

Motion to accept the January 2024 Financial Report by: C. Bolin Seconded by: T. Holmes

Carried

11. Acceptance of CEO Report

- a. Health and Safety
The security system at Stewart Hall should be installed by the end of February.
Motion to accept the CEO report by: C. Bolin Seconded by: T. Holmes **Carried**

12. Business Arising from Minutes

- a. Dual Lock Safe Update – T. Holmes

T. Holmes reported that he has not had a response regarding this. The CEO will approach M. Nelson to make this happen.

- b. Zim Art Donation update- E. Trotter
- c. E. Trotter sent information that she had been unable to reach the owners but will continue to try.
- d. CEO evaluation

With the resignation of N. Caron, a third member of the committee is needed. J. Cowie agreed to sit on this committee. Members were reminded to have their evaluations to J. Cowie by March 15th so that the evaluation can be completed by the end of March.

13. New Business

Recognition of Departing Board Member

As N. Caron has sat on the Board for 10 years, it was suggested that some sort of appreciation gift should be given to her. C. Bolin volunteered to purchase a gift and deliver it to N Caron.

14. Adjournment @ 4:40 p.m.

Motion to Adjourn by T. Holmes

Next Meeting to be held on Wednesday, March 20th @ 4:00p.m. at the Bailieboro Branch