

Otonabee-South Monaghan Public Library Board Meeting Minutes
Wednesday April 19, 2023, 3:30pm
Stewart Hall Public Library

Present: Nancy Caron, Elaine Trotter, Colleen Bolin, Carolanne Nadeau (CEO) in person
Heather Zischler via Zoom **Regrets:** T. Holmes

1. Call to Order @ 3:29pm

2. Acceptance of Agenda

With the inclusion of Audited Financial Statements and Board Recruitment, there was a motion to approve the agenda. Moved by C. Bolin. Seconded by: E. Trotter. **Carried.**

3. Declaration of Conflict of Interest: None

4. Acceptance of Mar 29, 2023, minutes:

Moved by H. Zischler. Seconded by E. Trotter. **Carried.**

5. Delegations and Petitions: None

6. Correspondence:

H. Norris and N. Caron expressed gratitude for the meals sent as condolences.

7. Health and Safety – see CEO Report:

Re: Break in at Stewart Hall. The deadbolt locks will be installed on the hall entry door and the door into the library. The CEO assured the Board that closing procedures are being completed appropriately.

E. Trotter enquired when the risk assessments for workplace violence will be completed; a date has not been determined.

8. Standing items:

a) Hiawatha First Nation Formal partnership

Nothing to report.

b) Keene United Church Christian Education Committee – Nancy

N. Caron encouraged all Board members to take opportunities to build information sharing connections within the community. For example, she had recently passed on a flyer re: a Fishing Derby in Millbrook.

9. Acceptance of March 2023 Financial Reports

Clarification was sought re: donations.

Donations for tax clinics are entered under Line 1530

Donations for donations in lieu of fines are entered under Line 11.

To accept the March Financial Report. Moved by C. Bolin. Seconded by H. Zischler. **Carried.**

10. Acceptance of Chief Executive Officer Report

Motion to transfer \$450 from HR reserves to cover training for an Occasional Clerk position.

Moved by H. Zischler. Seconded by N. Caron.

After discussion, this motion was not carried.

The CEO was invited to revisit this subject later in the year if the need arises.

Motion to hire for the position of Occasional Clerk to cover staff absences.

Moved by H. Zischler. Seconded by: E. Trotter. **Carried.**

C. Bolin questioned the library involvement re: capital projects prior to the budget. The CEO noted that she has discussions with the Township re: capital projects.

The CEO was invited to note the Branch when reporting on Programming and Community Outreach. It was noted that the newsletter is a valuable communication tool for the community.

To accept the March CEO report. Moved by C. Bolin. Seconded by H. Zischler. **Carried.**

11. Business Arising from the Minutes

a. Historical Makak baskets – Elaine update

These baskets are now on display at the Peterborough Museum and Archives through to the Fall.

E. Trotter will continue to liaise with the OSM Historical Society on behalf of the Board.

b. Volunteer Police Check Reminder

Trustees were reminded to apply. N. Caron will investigate whether Board members need a vulnerable sector check and the associated costs.

c. Customer Service Standard Module Reminder

A few Board members still need to submit this certificate.

12. Strategic Plan Update – Within CEO Report

13. Board Management Activities & Development

a. Motion to Pass Board Policy HR-03 tabled to May meeting.

b. Board Legacy Planning

Motion to establish an ad hoc committee to review the current Strategic Plan and establish actionable priorities for Board consideration, with a report to be presented at the June meeting.

Moved by E. Trotter. Seconded by C. Bolin. **Carried.**

The Ad Hoc Committee will consist of: N. Caron, C. Bolin, and E. Trotter. They will develop Terms of Reference and measurable actions.

E. Trotter also suggested that we contact Lynn Burkart re: maintenance and update of our Pay Equity plan. The CEO will contact her and report back at the May meeting.

E. Trotter also recommended that we put Pay Equity on the agenda in May and June to demonstrate compliance with legislation. The goal is to have Board understanding of Pay Equity and to have this completed by the September meeting.

It was recommended that we remove Legacy Planning as an agenda item.

c. Review Board By-Laws

Previously E. Trotter had submitted grammar and spelling changes to be incorporated into the document. It was also decided to use the standard term Chair rather than Chairman or Chairperson. The document was reviewed, and several areas needed to be amended. Since all Board members were not present, it was decided that C. Bolin would send out the areas that need to be reviewed and Board members would give their input by May 17th. The CEO will send a file of the By-Laws to C. Bolin to update it.

14. New Business

a. Audited Financial Statements

C. Bolin asked when we can expect this information. The CEO replied that they should be available in June or July.

b. Board Recruitment

There was discussion re: Board Recruitment. Decision: that N. Caron and C. Bolin will develop a document; discuss the process for recruitment and send the information to Board members for review. The recruitment process will be completed prior to the September meeting.

15. Adjournment:

Motion to adjourn by E. Trotter at 5:18p.m.

Next Meeting: May 31st @ 3:30pm at the Bailieboro Branch