

Otonabee - South Monaghan Public Library Board Meeting Minutes
Wednesday March 29, 2023 @3:30pm
Keene Branch

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

1. Call to Order @ 3:24pm

2. Appointment of Vice Chair

Due to the resignation of L. Vatri, the Vice Chair position is vacant.

Moved by: E. Trotter

Seconded by: N. Caron

That C. Bolin be appointed as Vice Chair

Moved by: T. Holmes

Seconded by: N. Caron

That H. Zischler be appointed as Vice Chair.

After the vote, C. Bolin was appointed as Vice Chair

C. Bolin agreed to continue as Recording Secretary unless she is called upon to do Chair duties. In that case, E. Trotter will be Recording Secretary.

3. Acceptance of Agenda:

Moved by C. Bolin to accept agenda with addition of Volunteer Month under New Business

Seconded by T. Holmes. **Carried.**

4. Declaration of Conflict of Interest: None

5. Acceptance of Feb 22, 2023, minutes:

Moved by: T. Holmes to accept the Feb 22, 2023, minutes

Seconded by: E. Trotter. **Carried.**

6. Delegations and Petitions: None

7. Correspondence: None

8. Health and Safety:

Nothing to report

9. Standing items:

a) **Hiawatha First Nation Formal partnership** - Nothing to report.

b) **Keene United Church Christian Education Committee – Nancy**

N. Caron pointed out how it was possible for the ‘spider-webs’ of information to move through the community if various groups share their information with other groups. Perhaps in Sept. we can look at shared advertising for events. T. Holmes mentioned cross-promotion is good for everyone and that we should all look for values that we have in common. Being visible in the community is also good when we need to go to Council for money. Perhaps T. Holmes will initiate an ad hoc committee re: shared interests in the community.

10. Acceptance of February 2023 Financial Reports

E. Trotter questioned line numbers (2125 and 1620) mentioned in the CEO report as they related to the financial report. March Break Camper Fees should be under income line 15. Under Computer Technical Support, we have \$4000 to spend for the year (\$3560 from reserves and the rest will come from the levy)

C. Bolin asked about Fines – line 11. The amount of \$149.20 has come from donations in lieu of fines. C. Bolin pointed out that line 2342 should be Professional Fees not Progressional Fees.

Motion to accept the Financial Report for Feb 2023 by: T. Holmes. Seconded by: C. Bolin

Carried.

11. Acceptance of Chief Executive Officer Report

In addition to the report, the CEO mentioned that the March Break program was successful.

E. Trotter questioned whether the Compass Day Care was attending the Library. The CEO responded that they were not at this time but hoped to have them soon.

The upcoming gnome workshop at the Stewart Hall Branch has 20 participants registered at this time.

The euchre program was rescheduled (Stewart Hall). The book club is coming along (Stewart Hall).

The CEO noted that, again this year, C. Caron is providing no-cost tax clinics at the Library. Any donations are contributed to the Library

Motion to move In -Camera by E. Trotter and Seconded by: C. Bolin **Carried.**

A HR matter was discussed.

Motion to move from In- Camera by: E. Trotter and Seconded by: T. Holmes

Carried

Motion to approve the hiring of Andr anne Landry in the temporary position of Program Coordinator for the period of March 27, 2023, to Aug. 23, 2024, as per employment contract by E. Trotter and seconded by H. Zischler.

Carried

Motion to accept the CEO Report by: E. Trotter and seconded by: T. Holmes **Carried.**

12. Business Arising from the Minutes

a) **Historical Makak baskets – Elaine update**

E. Trotter had nothing to update but the Trustees had received an email from H. Zischler re: exhibit opening.

b) **Volunteer Police Check Reminder**

Trustees were reminded to apply. Please apply by the April Board meeting.

c) **Customer Service Standard Module Reminder**

Trustees were reminded to complete this module and submit their completion certificate to the CEO by the April Board meeting.

13. Strategic Plan Update - Nothing to report.

14. Board Management Activities & Development

a) **Motion to pass Board Policy HR-03**

Tabled for April's meeting.

b) **Board Legacy Planning**

Tabled to next meeting

15. New Business

a) **Volunteer Appreciation**

N. Caron asked what plans were in place for Volunteer Month (April). After discussion, it was decided that a mention would be made of the volunteers in the next library newsletter (using first names only). Also, E. Trotter, using a list of volunteers provided by the CEO, would write a personal note to each volunteer (not including student volunteers). Next year we will approach this earlier in the year so that our plans can be better developed.

16. Adjournment:

T. Holmes moved that the meeting be adjourned @ 4:30pm

Next meeting will be on April 19th @ 3:30 at the Stewart Hall Branch.