

Otonabee-South Monaghan Public Library Board Meeting Minutes
Wednesday May 31st, 2023 @3:30pm
Bailieboro Branch

Present: Nancy Caron, Elaine Trotter, Colleen Bolin, Terry Holmes, Carolanne Nadeau (CEO)

Regrets: Heather Zischler

Guest: Judy Matwey

1. Call to Order @ 3:27pm

2. Acceptance of Agenda

With the inclusion of Reciprocal Borrowing Agreement with Peterborough Public Library

Moved by: E. Trotter

Seconded by: T. Holmes

Carried

3. Baker Tilley Auditor's 2022 OSMPL Audit Report

Zoom presentation of the 2022 auditor's report. All items appear to be in order except a small error under Statement of Operations and Accumulated Surplus. With the correction to this error, it was moved by: C. Bolin and Seconded by: E. Trotter that we accept the report.

Carried

There was discussion about our investment that was at .5% for 2022 – due Feb. 2023. The CEO was unable to provide the rate for 2023 but will get back to the Board with this information.

N. Caron explained that the Board needs to review and pass the audit before it is passed to the Township. This sequence had not happened in recent years due to a disruption in service, but we hope to be back on schedule now.

T. Holmes suggested that we invest in a rare book as an asset for the library in lieu or in addition to an investment certificate.

4. Closed Session

Motion to move *to* Closed Session by: E. Trotter and Seconded by: T. Holmes

Carried

An HR matter was discussed.

Motion to move *from* Closed Session by: T. Holmes and Seconded by: E. Trotter

Carried

The Board accepted the resignation of the current Program Co-ordinator. The CEO and Chair will conduct and exit interview before her employment is ends. The Program Co-ordinator position will be posted asap.

C. Bolin will draft a thank you to Nora for stepping in to help with the Minecraft program during this summer.

5. Declarations of Conflict of Interest: None

6. Acceptance of the April 19, 2023, Minutes

Moved by: E. Trotter

Seconded by: T. Holmes

Carried

7. Delegations and Petitions – None

8. Correspondence:

Thank you from former Board Chair Val Crowley for leaving gift and a verbal thank you from CEO Carolanne Nadeau for the support (meal, flowers, cards) that she received following a death in the family.

9. Business Arising from the Minutes of April 2023 Meeting

a. Volunteer Police Check

After discussion with Peggy Malcolm, it was determined that Board members do not need a Vulnerable Sector Check to fulfill their role as Board members. It was recommended that Board members provide a Criminal Reference Check, but it is not required.

b. Strategic Plan Committee Update – C. Bolin

C. Bolin reported that this committee has met twice and will be meeting again in order to provide a more fulsome report to the Board in June. Recommendations will include that the Strategic Plan be extended for an additional year (due to Covid and other setbacks). For each goal vision of the Strategic Plan, one or two recommendations with a proposed annual plan for each will be presented.

c. Pay Equity Maintenance Report- CEO

The CEO submitted a written report but had not contacted L. Burkart. The report indicates that the Board is in compliance with Pay Equity legislation and as per Policy HR-05 review should occur each year. The Board requested that, when the annual review is completed by the CEO, details be included in the appropriate monthly CEO report. This inclusion will acknowledge the Board's due diligence.

10. Board Management Activities and Development

a. Motion to pass Board By-Laws

The Board By-Laws were reviewed with recommendations for specific amendments. The updated material will be attached in a separate document for approval at the June meeting.

Motion to purchase a lock box for OSMPL storage of In-Camera information with two combination/keys to be accessible by the Chair and Vice-Chair.

Motion by: E. Trotter

Seconded by: C. Bolin

Carried

b. Motion to pass Board Policy HR-03 – deferred

c. Motion to pass Board Policy HR-09 -deferred

d. Motion to pass Board Policy HR-10 -deferred

e. Proposal – set up informal calendar for Policy review, beginning with policies that require annual review, i.e. review for June meeting HR-07, HR-08, OP-02, Strategic Plan - deferred

f. New Trustee Recruitment

The Board approved the Factsheet previously distributed (with a minor change). N. Caron presented a letter requesting OSM Township undertake a recruitment initiative. T. Holmes will take this information to the next Council meeting in hopes that additional trustees will be in place for September.

11. Acceptance of the April 2023 Financial Report

Motion to accept the report by: E. Trotter

Seconded by: T. Holmes

Carried

12. Acceptance of Chief Executive Officer Report

In addition to the written CEO Report, the CEO reported that she has hired Julie Nurse as an Occasional Clerk. No additional information has been received re: summer student grant application. Although the 2023 budget accounts for this position, this grant would help to offset staffing costs.

Re: Township Building Maintenance:

a. Trim has been installed at the Stewart hall Branch

b. Work at other branches will be completed as time permits.

The summer newsletter is going out this week.

The Plant Sale on May 27 yielded \$950.

Motion to accept the CEO report by: T. Holmes

Seconded by: C. Bolin

Carried

13. Standing items:

a) Hiawatha First Nation Formal partnership

Job postings for summer opportunities have been sent to HFN.

Reminder that Indigenous Month is June.

E. Trotter noted that the Historical Society is starting its in person presentations in September. It is considering doing something around the Makak baskets and would welcome a partnership with the OSMPL.

b) Keene United Church Christian Education Committee – Nancy

Nothing to Report

14. Health and Safety Report

Nothing to report.

15. New Business

a. Interim report re: No Fines

The CEO did not present a written report, but verbally told the Board that all is fine. When asked about promotion of this new initiative, she noted that nothing had been done as she needed to update the circulation policy to reflect no fines, prior to system wide promotion. She has not noticed any change in shelf space due to the implementation of this policy.

b. Canada Day activities

The CEO reported that the Women’s Institute will have a table/booth at this event. The library has will not have a presence but will have brochures available at the WI booth.

c. Reciprocal Borrowing Agreement

The CEO presented a proposal from Peterborough Public Library that the OSMPL and PPL have a reciprocal borrowing agreement for items (not electronic) and allow program participation. C. Bolin cautioned that OSMPL resources (program spaces) may be compromised with this agreement. The agreement can be cancelled by either party with 90 days’ notice.

Motion that the CEO continue to discuss the Reciprocal Borrowing Agreement with Peterborough Public Library.

Motion by: E. Trotter

Seconded by: T. Holmes

Carried

The CEO was asked to report annually on the status of this agreement (May).

15. Adjournment:

Motion to adjourn by E. Trotter at 6:00 p.m.

Next Meeting: June 21st @ 3:30pm at the Keene Branch