

Minutes
Otonabee-South Monaghan Public Library Board
Wednesday, January 18, 2023, at 3:30 p.m.
Stewart Hall Branch

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

1. Call to Order: 3:35 p.m.

2. Acceptance of Agenda:

With the addition of Occupancy Costs to Business Arising (11c) E. Trotter moved to accept the agenda with L. Vatri seconding. **Carried**

Chair, N. Caron asked Board members to send her agenda items one week prior to any meeting.

3. Declaration of Conflict of Interest: None

4. Acceptance of Dec 14, 2022, minutes

Motion to Accept: E. Trotter. Second: L. Vatri. **Carried**

5. Delegations and Petitions: None

6. Correspondence: None

7. Health and Safety: see the CEO's report.

The Facebook hints provided by the staff member of the Health and Safety Committee are available to staff only. C. Bolin mentioned that there are plenty of resources available for this so staff can make use of publicly available resources to save time.

Three staff will be part of the Township CPR/First Aid training. E. Trotter asked about the childrens' portion of this. This is generally included but if the amount of information provided is not sufficient, we will have to look at further training.

8. Standing items:

a. Hiawatha First Nation Formal partnership

Nothing to report.

b. Survey-Stewart Hall Community

The CEO will provide an update at the March Board meeting.

c. Keene United Church Christian Education Committee (KUCCEC) – N. Caron

This is at a stall right now.

9. Acceptance of December 2022 Financial Reports

E. Trotter noted that notes in the CEO report should be as follows: 2432 is really 2341 and 2292 is really 2290.

Motion to Accept December 2022 Financial Report – E. Trotter. Seconded by H. Zischler. **Carried**

10. Acceptance of the Chief Executive Officer Reports:

There were questions regarding circulations statistics. The circulation by year includes online circulation.

The Minecraft Camp is close to being ready to go with information being sent to schools for volunteers. The cost will be \$200.00 pp.

Re: report – the word “circuit” should really be “cricket”.

E. Trotter clarified that the CEO report was an internal document. The Board felt that it would be okay to have it written in point form as long as it was in understandable sentences.

Motion to accept the CEO Report (including the addendum) by H. Zischler and seconded by L. Vatri. **Carried.**

11. Business Arising from the Minutes:

a. Contact Historical Society Regarding “Indian Baskets” - E. Trotter

E. Trotter has been in contact with the Historical Society. There will be an event in April and they will have promotional materials for us in February. The artifacts are available on loan and must be in a secure location of the Peterborough Museum.

b. First Aid – CEO report under Health and Safety

See #7 above

c. Occupancy Costs

The CEO has contacted the Financial Director OSM Township and our occupancy costs cannot be separated within a building. They are all considered Library costs – hydro, insurance, heat, security alarms.

12. Strategic Plan Update – see CEO report

As per the CEO's report, the numbers for 2022 reflect shutdowns and the inability to have classes/ programs until April of 2022 as we were still coming out of Covid. There is a hope that activity will increase in 2023 and we should receive a lot more attention from the community. It is valuable to see these statistics. It is easier to do statistics now.

13. New Business

a. Trustee Recognition for Previous Board Members

After discussion it was decided to purchase a gift for V. Crowley and A. Cathcart- Andrews to reflect their many years of service. A gift card will be purchased for M. Allen and M. Burton.

If it is agreeable to the recipients, we will have a small catered reception for them late in the date sometime in Feb or March

- N. Caron- talk to V. Crowley
- C. Bolin – check out prices for gift.
- N. Zischler – check out prices for catering.
- L. Vatri – gift card purchase

14. Board Management Activities & Development

a. CEO Evaluation Update – N. Caron

This has been verbally completed and a more substantial update will come next month.

b. Motion to pass Board Policies HR-01, HR-03, FN-04, FB-06

In discussion, it was decided that each reference to the library, library board or board as an entity should be capitalized. All policies should have the logo attached and have a review date. All mention of members should be replaced by patrons.

In future, suggested changes to the policies under review should be sent to N. Caron prior to the meeting.

Revised policies as reviewed at the meeting are attached.

Motion to pass the revised policy FN-04 by L. Vatri. Seconded by: E. Trotter. **Carried**

Motion to pass the revised policy FN – 06 by C. Bolin. Seconded by: H. Zischler. **Carried.**

Motion to pass revised policy HR -01 by E. Trotter. Seconded by L. Vatri. **Carried.**

c. Board Legacy Planning – Elaine update

E. Trotter reported that she has written a report that will be available next month.

d. Customer Service Standard Module

Board members were reminded that they need to complete this online training and send the CEO documentation of completion.

15. Adjournment:

E. Trotter moved to adjourn the meeting at 5:35 p.m.

Next Meeting will be held on February 18, @ 3:30 p.m. at Bailieboro Branch