

Otonabee-South Monaghan Public Library Board Minutes
Wednesday, Nov. 15th, 2023 3:30p.m.
Keene Branch

Present: N. Caron, C. Bolin, T. Holmes, E. Trotter C. Nadeau (CEO) in person, H. Zischler via Zoom

1. Call to Order @ 3:30p.m.

- 2. Consent Agenda:**
- a) **Acceptance of Agenda**
 - b) **Declarations of Conflict of Interest**
 - c) **Acceptance of Oct 25, 2023 minutes**
 - d) **Delegations and Petitions – none**
 - e) **Correspondence – none**

Motion to accept the Consent Agenda by N. Caron **Carried.**

3. Acceptance of Sept 20, 2023 minutes

Motion by: C. Bolin

Seconded by: H. Zischler **Carried.**

4. Standing Items

a. Community Partnership and Outreach

There are two upcoming Christmas parades – one at Keene on Dec. 9th at 10 am and one at Stewart Hall on Dec. 9th in the evening. The Library has no plans to participate in these events but may participate in an afternoon event on Dec 10th at Stewart Hall – still to be determined.

The Library will promote these events.

b. Strategic Plan

i. Strategic Plan on Library website

The 2020 Plan has been extended and this material is available on the website.

5. Board Management Activities and Development

a) 2024 Draft Budget

i) Update on Proposed Monthly Custodial Duties at Stewart Hall Branch

There has been \$600 added to the 2024 Budget for once per month cleaning at Stewart Hall. OSM Township is responsible for cleaning upstairs.

ii) Update to Proposed Operational Hours Changes at Bailieboro Branch

At present, the branch is open on Tues from 12-6:30 pm; Thurs. from 2-6:30 pm and Sat. from 12- 4 pm. The hope is that the hours on Tues. and Thurs. will be the same once a new person is hired. The new hire will also provide technology support at Bailieboro with the schedule to be determined.

iii) Motion to Pass OSMPL 2024 Draft Budget

Income:

The CEO clarified that donations in lieu of fines is under line 400 (User Fees).

The change to line 2125 is due to the changes to year 4 of the Five-Year Tech Plan.

Expenses:

Wages have increased due to an extra 2 hours for the Program/Communication Clerk position.

The Zoom expense has moved from Office Supplies (line 2260) to Line 2125, Computer Tech Support.

Programming Supplies (Line 2290) is down \$1000 from the initial draft budget that was presented.

Motion to accept the 2024 Draft Budget by: C. Bolin, Seconded by: T. Holmes **Carried.**

T. Holmes will champion this budget with Council.

C. Bolin questioned the presence of Kawartha Credit Union infinity shares. The CEO will follow up and report to the Board in the immediate future.

b) Motion to Pass OSMPL Board Policy OP-09- Safety, Security and Emergencies (*annual review)

Motion to approve with minor changes by: E. Trotter, Seconded by: T. Holmes **Carried.**

c) Motion to pass OSMPL Board Policy HPG -01- Programming

Motion to approve with minor changes by: T. Holmes, Seconded by: H. Zischler **Carried.**

d) CEO Evaluation

The CEO evaluation will take place over the course of the next few months. The CEO was asked to review her goals from the 2023 year (see Feb 2023 CEO report) in preparation for the evaluation process. A Board Committee consisting of H. Zischler, N. Caron and E. Trotter will co-ordinate the evaluation process.

H. Zischler questioned the need for an annual evaluation. This requirement is stated in the By-Laws and can be changed when the By-Laws are reviewed in 2024.

e) Board calendar of events, policy review etc. (C. Bolin and N. Caron)

C. Bolin and N. Caron presented a calendar covering the period from Dec 2023 to Dec 2024. It includes events, policies that need to be reviewed and actions from the Strategic Plan update.

E. Trotter thanked C. Bolin and N. Caron for the work involved in preparing this document. With some additions, the document is ready to use and will help the Board move forward pro-actively in 2024.

The Board needs to undertake self-evaluation. C. Bolin will provide examples for discussion.

6. Acceptance of the October 2023 Financial Reports

Motion to accept the October 2023 Financial Report by: T. Holmes, Seconded by: C. Bolin **Carried.**

Some clarification was provided by the CEO to explain the fluctuations in monthly wages (summer student and open days).

7. Acceptance of Chief Executive Officer Report

The CEO reported that the Bailieboro sidewalk has been fixed. E. Trotter mentioned that there is concern about the eroding brick around a pillar at Bailieboro.

a) Health and Safety

i) Staff Health and Safety Rep

At present, no staff-selected Health and Safety representative has been selected.

C. Bolin asked if the branches have Naloxone kits. The CEO replied that they do not.

E. Trotter asked about the status of a St. John's Ambulance CPR course. The CEO will approach OSM Township staff again about a shared training training opportunity.

Motion to approve the CEO Report for October by: E. Trotter, Seconded by: H. Zischler **Carried**

8. Business Arising from Minutes

a) Dual Lock Safe Update (T. Holmes)

T. Holmes will take a photo to help facilitate the installation of the safe by OSM staff and follow up with an email.

b) Program Communications/Library Clerk Exit Interview and Replacement Update

J. Manley has been given an exit interview form to complete.

The Program Communications/Library Clerk position has been advertised. The Board advised the CEO that she needs to have a second person present for the interview process. The CEO will approach H. Scott to assist. If she is unavailable.

c) Action Items List Helpfulness

d) Zim Art Donation Public Recognition

The Board had some questions about the recent donation from Zim Art. It has been recognized on Social Media. The name of the sculpture and the artist's name need to be displayed with the piece. The Board is unaware of

the value of the piece and whether or not we need to add a rider to the insurance policy. E. Trotter will approach the person who donated the piece and get a sense of its value. Then the Board will determine next steps at the December meeting.

9. New Business

a) Friends of OSMPL – OSM Christmas Giving Tree – H. Zischler

The Friends of the OSMPL are collecting food for the OSM Food Cupboard. Boxes are available at each library branch with pickup on Dec 12, and distribution by the Food Cupboard on Dec 14th. H. Zischler explained that this is a community initiative. Though it falls outside the mandate of the Friends, it is a way to highlight the Friend's Community giving Spirit.

10. Adjournment @ 5:47 pm

Motion to adjourn by: E. Trotter

Next meeting: Wednesday, Dec 20th, 2023 3:30p.m. Stewart Hall Branch