

Otonabee-South Monaghan Public Library Board Minutes
Wednesday, October 25th, 2023
3:30 p.m.
Bailieboro Branch

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

1. **Call to Order** at 3:25 p.m.
2. **Consent Agenda:**
 - a) **Acceptance of Agenda**
 - b) **Declarations of Conflict of Interest**
 - c) **Delegations and Petitions – none**

Motion to accept the Modified Consent Agenda by N Caron (with c and e excepted) **Carried**

d. Motion to Accept Sept. 20, 2023 Minutes.

With the addition of the Secretary's note: "Due to circumstances, the budget was emailed to the Board on Oct 5, 2023". Other discussions focused on the following topics were: that the minutes could be more detailed and that, in the future, the Board might want to review the CEO's workload/schedule.

e. Correspondence

CEO references the recent resignation letter of Jayce Manley, Program Communications Clerk and Library Clerk. The Board will pay for Jayce's dinner at an upcoming staff farewell dinner in recognition of his valued service.

3. Standing Items

a. Community Partnership and Outreach

Zim Art has recently closed. Bailieboro Library Assistant A. Eagleson, initiated a conversation with Fran Freanley owner regarding the possibility of a donation. Further to this request, a beautiful sculpture was provided to the Bailieboro Branch. Amanda is commended for her initiative and the CEO will send a thank you to Zim Art.

The Pumpkinfest booth went well and was attractive. A craft handout was enjoyed by many children.

b. Strategic Plan

This topic will be covered later in the agenda under the Board Calendar item(4 g).

4. Board Management Activities and Development

a. 2024 Draft Budget

The Board reviewed the draft budget using written submissions from Board members.

- The CEO explained that Development Charges are not a specified amount but need to be spent on books and library related furniture.
- The Staff Development Line has been changed to \$1500 to cover staff in-service training outlined the Strategic Plan
- The CEO responded to a question about the increase in programming expenses. She hopes to have many more programs in the next year including PA Day programs. C. Bolin and other Trustees expressed concern that the programming costs were too high for many patrons. The CEO assured the Board that she intends to introduce more no-cost programs in 2024.
- It was clarified that the Liz Coleman Memorial funds are to be used at the Bailieboro Branch.

- The possibility of custodial costs for Stewart Hall was discussed. It was determined that once a month cleaning costs could be incorporated into the budget. The CEO will cost this out and report back to the Board.
- The CEO is still looking at St. John's Ambulance training through OSM Township
- Line 2270 was clarified as pertaining to programming costs.
- There is a 2% increase cost to collection costs.
- The Board reviewed the 4th Year of the Five-Year Tech Plan and had reservations about the proposed spending on projection equipment. Though the proposed programs look positive, the Board would like to see more data re: the feasibility of providing movie-related programs. The Board would like to delay these purchases. There is the possibility of borrowing/renting projection equipment for a trial. Should the decision be made to proceed, the funds can come from reserves.
- The Board reduced the amount in fundraising lines by approx. 10%.as approved in 2022.

On a related issue, C. Bolin noted that there appears to be \$978 in affinity shares at Kawartha Credit Union. Should the Board incorporate this money into the budget? The CEO will investigate this and report to the Board.

Motion to Pass Board Policy OP-01 – Privacy, Access to Information and Electronic Messages under CASL Policy

Motion to approve this with minor changes by C. Bolin, Seconded by: T. Holmes, **Carried**

- a. **Motion to pass Board Policy HR-07 -Workplace Harassment and Discrimination (*annual review)**

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

- b. **HR-08 – Prevention of Workplace Violence (*annual review)**

Motion to approve with minor changes by: C. Bolin, Seconded by: T. Holmes, **Carried**

- c. **Motion to pass Board Policy – OP-09 – Safety, Security and Emergencies (*annual review)**

Deferred to November meeting.

Also, **PG-01** will be reviewed at the Nov meeting. Please have any comments, suggestions or changes to N. Caron by Nov 2, 2023

- d. **CEO Evaluation**

The Board was reminder that the annual evaluation of the CEO will be occurring in the next few months.

- e. **Board calendar of events, policy review etc. – update**

C. Bolin and N. Caron have begun this but need to have an up-to-date list of policies. The CEO will provide this list to them.

N. Caron and C. Bolin are reviewing the Strategic Plan Action Plan and fitting in items still to be completed.

- f. **Action Items list – an email sent recapping actions to be taken before next meeting – Colleen**

C. Bolin suggested sending out a review of Action Items after each meeting so that all participants have a list of what they need to do with timelines included. The Board agreed to review this at the November meeting.

- 5. **Acceptance of the September 2023 Financial Reports**

Motion to accept the September 2023 Financial Report by T. Holmes, Seconded by: H. Zischler **Carried**

- 6. **Acceptance of Chief Executive Officer Report**

The CEO is reviewing the hours at Bailieboro as there may be a shortfall of staffing in the winter months. The intent is to be open the same number of hours as now, but the hours would be shifted. There are some times when the Bailieboro Branch will be closed. A sign on the door will read : “ Due to staffing circumstances, the library will be closed on ... We hope to restore regular business hours soon.” The job description for the Program and Communication Clerk will be updated. The CEO will also have an exit discussion with J. Manley and report back to the Board.

a) Health and Safety

With the resignation of J. Manley, a new employee rep will be needed.

Motion to accept the CEO report by T. Holmes, Seconded by: H. Zischler, **Carried**

7. Business Arising from Minutes

a) Dual Lock Safe update

T. Holmes will follow up his email about getting this done.

b) New Trustee recruitment update

There has been no movement on this. Community members continue to be approached and there is a possible interest from someone in the Stewart Hall area.

c) No Fine Promotion Update

Information on no fines appeared in the Oct newsletter.

8. New Business

a) Lamp Donation – Judy Matwey

On behalf of the Matwey family, Judy Matwey presented the Bailieboro Branch with an Art Deco Egyptian Style lamp with scenes from Bailieboro with the condition that it be returned to the family if the Library has no further use for it. On behalf of the Board and the community, N. Caron expressed her gratitude. The CEO will send a thank you note to the family.

9. Adjournment @ 5:57p.m. – moved by H. Zischler

Next meeting: Wednesday November 15th, 2023, 3:30 p.m. Keene Branch