

Otonabee-South Monaghan Public Library Board Meeting Minutes
Monday, Sept. 19, 2022,
4:15 to 6:15 a.m., Keene Library

Present: Val Crowley, Colleen Bolin, Nancy Caron, Elaine Trotter, Marion Burton, Mark Allen, Carolanne Nadeau **Virtual:** Heather Zischler, Ann Cathcart-Andrews

1. **Call to Order:** Chair, Val Crowley called the meeting to order at 4:15 pm.
2. **Acceptance of Agenda:** Additions- 7) Health & Safety - inquiry; 8 b) Stewart Hall - inquiry
14) Policies - Ann Cathcart-Andrews to address

With the noted changes, Elaine Trotter moved; Marion Burton seconded that the agenda be accepted. Carried.

3. **Declaration of Conflict of Interest: None**

4. **Acceptance of June 27 & Aug. 29 2022 minutes:**

- June 27-#7 Health and Safety – 1st sentence should read: ‘The cleanup at Keene...’

With the noted changes, Marion Burton moved; Elaine Trotter seconded that the June27/22 and August 29/22 minutes be accepted. Carried.

5. **Delegations and Petitions: None**

6. **Correspondence:** Received a thank you card from Nora Reynolds for the gifts presented upon her retirement at the end of August.

7. **Health and Safety:** Elaine Trotter inquired as to whether the Health and Safety Staff position has been filled since the retirement of former Health and Safety staff representative, Nora Reynolds. The CEO advised the Board that this position must be chosen by staff. She has been encouraging staff members to come forward, but so far is not successful. It was suggested that she advise staff that it would be good work experience to include on a resume. Checklists for the Health and Safety ‘walk through’ would be beneficial.

8. **Standing items:**

a) **Hiawatha First Nation Formal partnership:** nothing to report

b) **Survey-Stewart Hall Community:**

- Heather Zischler informed the Board that a Flower Arrangement workshop fundraiser has been organized for Oct. 5/22 at the Stewart Hall Branch. After the successful August workshop at the Keene Branch, a couple Stewart Hall residents (who had participated at the Keene workshop) approached the CEO to request a similar workshop at Stewart Hall. This is encouraging news for participation at Stewart Hall. Thank you to Heather Zischler for organizing this.
- Nancy Caron inquired as to whether the Stewart Hall Survey Committee (Nancy and Elaine Trotter) could set up a meeting, in conjunction with the CEO, with those who had put forth their names during the

2021 Fall Stewart Hall survey. The date and time could be e-mailed to these responders. Stewart Hall Branch is becoming more active, but the survey committee feels that the offers to help need to be recognized. The CEO supports this meeting and will 'get back' to Nancy and Elaine about dates/times that would work for her.

- Elaine Trotter inquired as to what the protocol is for library use of the upstairs hall. The CEO told us that she contacts Mike Nelson, Parks and Recreation, OSM Township. If the hall is not booked for use, the library can then do programming there.

9. Acceptance of June, July, and August 2022 Financial Reports:

- Expense, Line 2260, Office Supplies: amounts in June, July reports reflect photocopy expense.
- Income, Line 15, Program: Budget \$900.00; Actual to-date \$4901.40, reflects income from summer Minecraft camps.
- Timely manner to deposit income was questioned. If unable to deposit at bank, where are monies stored securely? Not a major issue, as some income is sent electronically or by cheques, so amounts to be deposited are limited.

Heather Zischler moved to accept the June, July & August 2022 Financial Reports. Marion Burton seconded. Carried

10. Acceptance of the Chief Executive Officer Report:

- CEO, Carolanne Nadeau was congratulated on organizing the two very successful Minecraft camps led by staff this summer. It was suggested that it would be beneficial for the Board to see a breakdown of the income/expenses for the camps in order to better budget for such endeavors in 2023 and onward. Carolanne has a spreadsheet showing this information and will provide it at the next meeting.

Mark Allen moved the CEO, Carolanne Nadeau, provide an summary of Income/ Expenses, including staff and volunteer hours, from the Minecraft summer camps at the next meeting. Seconded by Val Crowley. Carried.

- The Trustees noted that, summer student, Tyler Davidson's review of his employment during the summer was excellent. The CEO noted that Nora Reynolds (Program Clerk) and she had edited the letter. There was some discussion about a thank you note from the board to Tyler. He can contact the CEO as a reference, so perhaps the thank you is not necessary.

Marion Burton moved to accept the Chief Executive Officer Report. Mark Allen seconded. Carried.

11. Business Arising from the Minutes:

a) Board Liability Insurance: see the attached information. Elaine Trotter thanked Chair, Val Crowley and Vice-Chair, Ann Cathcart-Andrews for persevering to obtain this information for the Board.

b) Fibre Technology:

- Fibre internet is still not operational at Bailieboro as Nexicom is still installing in the region.

- Difficulties with WiFi at Keene were resolved with the installation of a switch during Minecraft Camp.

12. Strategic Plan Update: nothing to report

13. New Business:

a) Draft 2023 Budget

- Trying to get the township to support collection, rather than relying on budget.
- With the retirement of Nora Reynolds who held 3 positions within the library, Learning Centre/ Program Coordinator 18 hours per week, and Catalogue Processing Clerk 6 hours, the CEO is combining Learning Centre and Program Coordinator positions into one position. The Library Programmer position –interviews mid to late November. Hours will be increased to 24 hours per week, which is an addition of 6 hours. The Catalogue Processing Clerk position has been assumed by Michelle Lemery. The CEO can present a business case for the needed budget increase as the position would support the Strategic Plan with more Community Outreach. In the bigger picture, what do we want to support in the Strategic Plan?
- Funding is tight, but would it be possible to budget for a 3-D printer? It was discussed that this might be a plan for the future.
- It was suggested that funding from ‘Donations’ be removed from the 2023 proposed budget. Donations do not provide a reliable source of income, as was proven in the last two years.
- A question was raised about where to look for advertised positions for the library (website, paper?), as the questioner had looked for the Catalogue Processing Clerk position and could not find it. The CEO posted this position internally and two candidates applied and were interviewed.
- Will the township okay additional hours requested in the proposed 2023 budget? Will there be any employees who will advance on the pay grid in this proposed budget year? CEO- “No one this year is qualified to move on the pay grid.” Could we categorize the number of employees under each category in the pay grid? It would be difficult to provide a more detailed breakdown and with the small staff, might inadvertently identify salaries of individuals.
- The proposed 2023 budget reflects the 2% COL increasing and the extra 6 hours employment for the Program/Learning Clerk.
- Suggestion was made that we need to delete a percentage of the Donations Line in the proposed 2023 budget in preparation for excluding Donations from future budgets. **This will be included in the October agenda. Send suggestions to library CEO before meeting.**
- Proposal made that “Professional Services” line be included in budget under administration.
- Questions regarding proposed 2023 budget should be e-mailed to CEO in advance of the October meeting.

14. Board Management Activities & Development

a) Board Bylaws

Nancy Caron moved that the Board Bylaws, with the August 29, 2022 meeting noted changes, be accepted. Elaine Trotter seconded. Carried.

b) Board Policies Reviews:

- Trustees felt that there had not been sufficient time from receiving the memory sticks with the policies to properly review said policies. Ann Cathcart-Andrews suggested that we continue to review the policies and send any questions/errors/changes to her by October 10, 2022.
- Ann Cathcart-Andrews and CEO Carolanne Nadeau will continue to work on the HR policies in order to include current legislation.
- One area of concern was the Employment Standard Act legislation that “once you work 5 hours you must have a break”. Difficulties in small libraries where clerks may be working alone.
- Suggested that we break into small groups at the October meeting. Heather Zischler indicated that she wishes to be part of the group discussing the ‘Fundraising Policy’, as she also is a member of the fundraising group “Friends of the Library”.

A thank you was extended to Ann Cathcart-Andrews, Elaine Trotter and Colleen Bolin for reviewing the policies and preparing them for the Board’s consideration.

c) Board Legacy Planning

- Elaine Trotter inquired as to whether Trustees wished to move ahead with a Legacy Document as she had not received any ‘feedback’.
- The Trustees indicated that it was a valuable document to have, but as budget and policies were being considered, it had been overlooked.
- Trustees are requested to provide feedback to Elaine by September 27th, so that it can be discussed at the October meeting.

d) OLS webinar Stronger Library, Stronger Community

- Elaine Trotter noted that the Webinar has 3 aspects: 1. Things I wish I knew; 2. Board’s role; 3. Board’s news and Library updates
- Trustees need to pre-register to get the link

e) Advertising for Board Members, new term

- Val Crowley and Colleen Bolin will work on a brochure outlining what an individual might need to know if applying to be a OSM Public Library Board member

15. Adjournment:

At 5:54, Elaine Trotter moved that the meeting be adjourned. Mark Allen seconded. Carried.

***Next Meeting: Oct. 17, 2022
Bailieboro Public Library***