Otonabee-South Monaghan Public Library Board Meeting Minutes
Wednesday, December 16, 2020, 4:30-6:00 p.m.
Keene Library

Present: Ann Cathcart-Andrews, Nancy Caron, Elaine Trotter, Mark Allen, Carolanne Nadeau, Val Crowley
Regrets: Heather Zischler,

1. **Call to Order** at 4:40 p.m.by Vice Chair, Ann Cathcart-Andrews

2. **Acceptance of** Agenda**:** Elaine Trotter requested that *'Stewart Hall Access concerns'* be added to Item 7, Health and Safety. It was decided that this would be added as Item 14, in order to ensure remainder of agenda could be covered in the meeting time-frame.
    Nancy Caron moved; Elaine Trotter seconded that the agenda be accepted with the noted amendment. Carried.

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

4. **Acceptance of November 18, 2020 minutes:** It was noted that in Item 9, Financial Reports, bullet 6 the word "downfall" should read "shortfall".
    With the noted change, Mark Allen moved; Elaine Trotter seconded that the minutes be accepted.
Carried.

5. **Delegations and Petitions:** None

6. **Correspondence:** None

7. **Health and Safety:** Nothing to report.

8. **Standing items:**
a) **Hiawatha First Nation Formal partnership –** Mark Allen reported that he had a conversation with the OSM CAO regarding this possible partnership. In the New Year, they will discuss how to approach the subject with Hiawatha.
b) **Survey-from Stewart Hall walk about, online, and branches update -** defer
c) **Stewart Hall Branch Committee** –defer
 d) **Panic button necklaces for Stewart Hall and Bailieboro Branches:** The Library Board request that the OSM municipality purchase one panic button and the library board will pay for another button for two branches was approved.

Chair, Val Crowley arrived and chaired the meeting from Item 9 to the end.

9. **Acceptance of November 2020 Financial Reports:**
    *   The surplus indicated in Item 1801-Salaries and CRA/WSIB once audit is complete will go into Reserves.

Ann Cathcart-Andrews moved; Mark Allen seconded that the November 2020 Financial Reports be accepted. Carried.

10. Acceptance of the Chief Executive Officer Report:

- The CEO reported that the Friends of the Library raffle was a success and raised $1123.36. She informed us that the Grand Prize (donations from Library Board members), 'A Tour of OSM Township' consisted of gift cards from Marty Moos, Coop, Doo Doo's, Three Roads, Mama Melissa's and Alnwick Candles. 'Friends' were very pleased with the community support for the raffle.
- As reported, an invoice had been received for services related to mice issues at the Keene Branch. The CEO forward this to the municipality. A question was raised as to why the municipality was not invoiced directly as they own the building. The CEO replied that the invoice will be forwarded to township.
- A request was made to see data for the on-line Art Gallery. Rational behind this request was that such data would help the Board evaluate whether this is a good use of resources/money or if there is anything which might help support the program (i.e. prizes).
  Elaine Trotter moved; Mark Allen seconded that the Chief Executive Officer's report be accepted. Carried

11. Business Arising from the Minutes:

a) Pat Wood Memorial: Elaine Trotter reported that she has been in contact with Pat's family regarding her interests. Pat had a wide variety of interests (music, Women's Institute, choir, the Maritimes-where she was raised, her time and work in Ottawa where her husband was stationed with the RCMP and more). It was noted that in her later years, she made use of various visual aids. Her daughter has donated the picture of Pat being presented with her retirement gift to the Library, so that it may be hung in 'Pat's Corner' in the Bailieboro Branch. The retirement gift (drawing of the three branches) will be loaned by the family to the library for Pat's Corner.

- Karen Shaughnessy, the artist who created the retirement gift, can shrink the image to reproduce it as a sticker. It is inexpensive. The cost would be approximately $100.00. It was not clear as to how many stickers this would involve nor the size of the stickers. These stickers would be placed on the front of a book to indicate 'Pat's Pick'. It was also suggested that a bookmark might be appropriate.
- Ann Cathcart-Andrews moved that Elaine will follow up with Karen Shaughnessy to create a prototype template which we can reproduce when we run out of the original supply of stickers.
- Elaine will approach Karen to reduce the images to put on Pat's Pick. Board Members thanked Elaine for her time spent researching this project.
- Elaine Trotter also informed the Board that she will purchase 2 packages of blank note cards (12 notes in each) with the images of each branch (4 of each), as drawn by Karen Shaughnessy, and present them to the Library. Thank you, Elaine for your generous donation.

12. Board Management Activities & Development

a) Strategic Planning-

- Ann will e-mail a Strategic Plan draft for individuals to review before the next meeting.
- It was suggested that members look at our Mission Statement in conjunction with the Strategic Plan. Does it work with the Strategic Plan?

b) 2021 Library Board Budget–Mark council's remarks *(note: discussed in item-8. Discussion recorded here)*

- The Library budget request increase was approved when the municipal budget was approved.
- The CEO has submitted a side budget for COVID related expenses ($4800). At this time, she is not certain how it will be handled. The municipality may be looking at additional funds that they will receive from a municipal COVID relief fund.
- The query as to whether we, as the Library Board, should demonstrate fiduciary responsibility by making a budget presentation to the council at the appropriate time has no definite reply. Mark Allen will look into it. Perhaps we need to address the OSM Council before budget time in order to provide sufficient time to contemplate what is asked. We would need to take time as a Board to formulate the components for the presentation (i.e. invest in programs, collection). Note: The CEO presents the draft budget and notes relating to budget to the Clerk and Director of Finance and takes under advisement suggestions brought forth before it is presented to Council. In the past the CEO and the Chair have presented an informational power point to Council on the "past year" activities.
- It was noted that if we agree to a Council presentation, we should include this in our Strategic Plan.
- It was noted that we need to build a relationship and provide an educational perspective about the Collection funding. Presently, the Collection is primarily funded from donations and fundraising. Council needs to be aware of the concern of depending upon the vagaries of such funding. This would necessitate requesting more than minimum funding from Council. Note: The CEO has on numerous occasions during budget presentations has raised this.

13. New Business:
a) Recruitment of new board members:

- The Library CEO will e-mail the municipal clerk (cc. to Board Chair) a request that the municipality advertise for the vacant Library Board member position. It was suggested that the volunteer position request also be posted on the Library Web Site and an advertisement placed in the Millbrook Times to better reach individuals residing in the Western portion of the township.
- Ann Cathcart-Andrews noted that she will be retiring from her employment with Northern Lights Daycare in 2021. As she does not reside in the township, she queried whether she would be allowed to complete her term on the OSM Library Board. The CEO will look into this.

14. Stewart Hall Access Concerns:

- It was noted that we have been looking at the difficulties of accessibility and safety at Stewart Hall in fragmented parts. We need to bring these parts together and discuss costs. A suggestion was made that we need to be more strategic in gathering information. We will return to this in February.

15. Adjournment: 6:00 p.m.

El*aine Trotter moved that the meeting be adjourned.*

Next meeting – Wednesday, January 20, 2020, 8:30-9:45 p.m., Keene Library