

Otonabee-South Monaghan Public Library Board Meeting Minutes  
Thursday, January 23, 2020  
Keene Public Library  
5:30 pm – 7:30 pm

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

1. Call to Order – at 5:32pm by Chair, Val Crowley.
  - a. Election of Recording Secretary  
Elaine Trotter nominated Heather Zischler; seconded by Nancy Caron. Carried.
2. Acceptance of Agenda  
Elaine Trotter noted correction for next meeting date – should be March 5, 2020, 5:30 pm – 7:30 pm at North Shore Public School Library.  
Elaine Trotter moved; Mark Allen seconded that the agenda be accepted. Carried.
3. Declaration of Conflict of Interest: None
4. Acceptance of November 21, 2019 minutes  
It is noted that there was no Board Meeting in December 2019 – no quorum  
Elaine Trotter moved; Ann Cathcart-Andrews seconded that the November 21, 2019 minutes be accepted. Carried.
5. Delegations and Petitions: None
6. Correspondence: None
7. Health and Safety  
Nora Reynolds the Health and Safety Representative participates in online training courses and Carolanne Nadeau will be training as well.  
All Library volunteers follow the Library Health and Safety policies which includes a signature that it has been received and read.  
Elaine Trotter moved that the reviewed Health and Safety Policy be accepted; Mark Allen seconded. Carried.
8. Standing Items
  - a. Hiawatha First Nations formal partnership  
Mark Allen spoke with Otonabee-South Monaghan Township Council and suggested that CAO Greg Borduas send a letter to initiate a meeting with Hiawatha Council.  
Carolanne Nadeau will speak to Mayor Joe Taylor and CAO Greg Borduas to get input into conversations with Hiawatha Council before going forward with a letter to set up a meeting date.
  - b. Survey – From Stewart Hall Walk About, Online and Branch Updates  
Elaine Trotter and Nancy Caron will go ahead with the Stewart Hall survey.
  - c. Strategic Planning – due to a heavy agenda there was no time to discuss this at length and will be discussed at the March 5, 2020 meeting.

9. Acceptance of the November and December 2019 Financial Reports

Elaine Trotter requested a correction of the November 2019 Financial notes – should be 2170 not 2171 – Fundraising cost – HST rebate to pay for Haunted Library instead of using Library funds. Nancy Caron raised a concern with financial accountability/transparency with the Friends of the Library – this discussion was moved to the March 5, 2020 meeting.

It was discussed that recognition should be given to Library Volunteers for their work. Carolanne Nadeau informed the Board that the Library volunteers will be included in the Township's Volunteer Recognition Day in April 2020.

Elaine Trotter moved; Nancy Caron seconded that the November and December 2019 Financial Reports be accepted. Carried.

10. Acceptance of the Chief Executive Officer Report

Carolanne Nadeau will be applying for the Pat Morris Community Initiative Grant which is available for smaller libraries.

The request for a fire inspection at the Stewart Hall Branch was denied by Barb Waldron, Director of Building and Planning Chief Building Official, Otonabee-South Monaghan Township. The Library Board asked that Carolanne Nadeau email CAO Greg Borduas and request a fire inspection at the Stewart Hall Branch because of concerns for staff, volunteer and patron safety. Mark Allen said he will speak to Greg Borduas regarding the Board's concerns.

Ann Cathcart-Andrews stated that a fire inspection should be completed before making a formal request to the Township for an egress window at the Stewart Hall Branch.

The Christmas Raffle raised \$937.00 for the Library.

The Board was informed that staff and volunteers were recognized for all of their hard work on the Christmas raffle by Carolanne Nadeau.

Elaine Trotter moved; Nancy Caron seconded that the Chief Executive Officer Report be accepted. Carried.

11. Business arising from the Minutes

a. Friends of the Otonabee-South Monaghan Public Library Christmas Raffle addressed in the CEO Report.

b. Egress Window request for Stewart Hall addressed in CEO report.

c. CEO Performance Review – update

Review Committee – Ann Cathcart-Andrews, Val Crowley, Elaine Trotter and Heather Zischler to meet the week of February 10-14

Ann requested suggestions/feedback from the Board be returned to her by February 6, 2020

12. New Business

a. Intellectual Freedom Policy FN-02

Elaine Trotter moved that the Intellectual Freedom Policy FN-02 be accepted; Mark Allen seconded. Carried.

b. Out of Town Membership Fees

Carolanne Nadeau was asked to revise the wording regarding Parental Responsibilities for damages to Library material.

Fine increased from 15 cents to 25 cents on all other materials.

Out of town membership fees – 1 year - \$30.00, 65 or older 1 year - \$25.00.

Elaine Trotter moved that the review of the Circulation and Membership Policy be accepted with the noted changes; Heather Zischler seconded. Carried.

c. 2020 Budget – update

Elaine Trotter moved that the 2020 budget be accepted as presented with a wage increased of 1.4%; seconded by Ann Cathcart-Andrews. Carried.

13. Board Management Activities and Development

a. Stewart Hall Branch Committee – nothing to report

b. Board Meeting schedule 2020 - there may be more than 7 meetings in a year if needed to address and complete Board business.

14. Adjournment – Meeting called by Val Crowley at 7:36pm

Elaine Trotter moved; Mark Allen seconded. Carried.

Next meeting: Thursday, March 5, 2020 at North Shore Public School Library.  
5:30pm to 7:30pm