

Otonabee-South Monaghan Public Library Board Meeting Minutes  
Monday, June 15, 2020  
Keene Public Library  
4:00 – 5:30 pm

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

Regrets: Mark Allen

1. Call to Order

Val Crowley called the meeting to order at 3:57 pm

2. Acceptance of Agenda

Elaine Trotter moved, Ann Cathcart-Andrews seconded

3. Declarations of Conflict of Interest

None

4. Acceptance of March 5, 2020 Minutes

Deferred to next meeting

5. Delegations and Petitions

None

6. New Business

The 2019 Audit was presented to the Board of Directors by Richard Steinginga and Veronica Mason of Baker Tilly KDN LLP.

7. Correspondence

None

8. Health and Safety

a. COVID - 19 Update

Discussion around phase 3 opening of all branches and the wearing of masks by staff.

Motion: Staff shall wear a mask when patrons are present in the library.

Moved by Elaine Trotter, seconded by Nancy Caron. Carried. *\*At the time of the board meeting it was not mandatory in Peterborough County to wear a mask in public places.*

b. Panic Button - it was suggested that the board defer purchasing until we know more about our financial status due to COVID – 19.

Discussed in CEO Report

9. Standing Items

a. Strategic Planning

Val Crowley hopes to have a November completion

b. Stewart Hall Survey

Deferred

c. Hiawatha First Nations formal partnership

Deferred

10. Acceptance of the February – May 2020 Financial Report

Elaine Trotter asked that a thank you be sent to the Keene Lions Club and Bailieboro Women's Institute for their donations to the library.

Elaine Trotter asked for a decimal point on financials to eliminate any confusion.

Nancy Caron moved, Elaine Trotter seconded. Carried.

11. Acceptance of the Chief Executive Officer Report

Elaine Trotter asked Carolanne Nadeau to send a thank you to Jayce's Mother for making cloth masks for the staff. Carolanne Nadeau was asked to make sure that sanitizers are approved for use during the pandemic and that staff and the custodian are following cleaning protocols. \* Carolanne has worked closely since March 2020 with the library's custodian Lyndon Thompson with regards to cleaning protocols and approved cleaning and sanitizers.

Nancy Caron moved, Val Crowley seconded. Carried.

12. Business arising from the Minutes

Deferred

13. Board management Activities and Development

Deferred

14. Adjournment

Moved by Elaine Trotter, seconded by Nancy Caron. Carried.

Next meeting to be in September, date TBA