

Otonabee-South Monaghan Library Board Meeting Minutes  
Thursday, March 5, 2020  
North Shore Public School Library  
5:30 – 7:30 pm

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

1. Call to Order

Val Called the meeting at 5:30 pm

2. Acceptance of Agenda

Addition to New Business – James Fisher

*Elaine Trotter moved, Nancy Caron seconded*

3. Declaration of Conflict of Interest

None

4. Acceptance of the January 23, 2020 Minutes

It was noted the meeting date be removed as not known and March 5, 2020 agreed upon.

*Elaine Trotter moved, Nancy Caron seconded*

5. Delegations and Petitions

None

6. Correspondence

None

7. Health and Safety

a. Fire and Safety Inspection Report – Stewart Hall Branch

The Stewart Hall Branch passed the fire inspection.

b. Panic button necklaces and installation quote for Stewart Hall and Bailieboro

Carolanne will request a quote from Superior for panic buttons and monthly monitoring cost.

Elaine Trotter inquired into the installation process.

Mark will inquire as to the cost of an additional button for the Keene branch so all locations are serviced.

More information will be available at the next meeting.

8. Standing Items

a. Hiawatha First Nations formal partnership

Mark Allan had not received a reply back from Township CAO Greg Borduas

Mark will attempt to schedule a meeting with Mr. Borduas before the next meeting.

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b. Survey

Elaine Trotter and Nancy Caron will meet when the weather has improved.  
Mark Allen asked about patron usage numbers for the branches, it is noted that Stewart Hall has seen a significant increase in traffic.

c. Strategic Planning

Val Crowley asked that strategic planning take priority at the next board meeting.

9. Acceptance of the January 2020 Financial Report

Full payment has been received by the Township.  
SOLS Connectivity Grant has been received.  
Inter library loans will be received at the Bailieboro branch because of issues at the Keene post office.  
First aid kits have been purchased.

Elaine Trotter brought the following to attention:

line 2700 – 44% of budget spent *\*OverDrive annual subscription – eBooks (CEO)*

line 2711 – 40% development *\*collection purchases purchased from this account due to no fund from Two Small Rooms (CEO)*

Computer Tech Support to be purchased from Tech Soup Canada, they offer technical support to non-profits at a discount – cost approximately \$150.00  
*Motion to accept January 2020 Financial Report as presented*

*Nancy Caron moved, Heather Zischler seconded – carried.*

10. Acceptance of the Chief Executive Officer Report

Auditor information is being put together, Elaine Trotter asked how long the audit takes to complete, Carolanne Nadeau replied it is approximately 3- 4 hours.

Elaine Trotter moved, Ann Cathcart-Andrews seconded.

11. Business arising from the Minutes

a. Friends of OSM Public Library

Friends of OSM Public Library had a meeting January 29, 2020  
A designated bank account was set up with Amanda and Carolanne Nadeau having signing authority.

Funds:

\$2,358.00 balance from 2019

\$ 860.04 – expenses for the chocolate raffle and licence

\$ 500.00 – designated to the Haunted House

\$1,497.15 – donated to the library

\$ 97.00 – current account balance

It was agreed that posters will be put up in the Village and the sign at the four corners in Keene and Bailieboro will advertise for volunteers to join

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Friends of OSM Library.

b. CEO Performance Review

There was a short meeting after the board meeting to discuss review

12. New Business

The board discussed concerns from a patron regarding e-reader availability and COVID-19 cleaning protocols with regards to the cleaning of books. Ann contacted patron and reported concerns. Val is to draft a formal response to patron.

13. Board Management Activities and Development

a. Stewart Hall Branch Committee – has been deferred to the next meeting and review the motion from the November 2019 meeting.

b. Statement of Values policy FN-01 – will be discussed at the April 2020 meeting.

c. Respect and Acknowledgement Declaration Policy FN-05 – deferred

14. Adjournment

Val Crowley adjourned the meeting at 7:35pm

Next meeting – Thursday, April 23, 2020 5:30-7:30pm  
at North Shore Public School Library

Elaine Trotter moved, Ann Cathcart-Andrews seconded.