

Otonabee-South Monaghan Public Library Board Meeting Minutes
Wednesday, May 19, 2021, 8:30-10:00 a.m.
Via Zoom

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

Regrets: Mark Allen

1. **Call to Order** at 8:35 a.m. by Chair, Val Crowley
2. **Acceptance of Agenda:** Heather Zischler requested an addition to Item 13, New Business – a) Fundraiser. *With the noted addition, Elaine Trotter moved; Heather Zischler seconded that the agenda be accepted. Carried.*
3. **Declaration of Conflict of Interest:** None
4. **Acceptance of April 2021 minutes:**
 - Item 12 a) (pg.3) Health and Safety Policy review acceptance: Change ‘Val Trotter’ to ‘Val Crowley’. *With the noted changes, Elaine Trotter moved; Ann Cathcart-Andrews seconded that the April 2021 minutes be accepted. Carried*
5. **Delegations and Petitions:** None
6. **Correspondence:** None
7. **Health and Safety:** As the CEO explained in the May CEO report, the security panel at the Bailieboro Branch is too old for the update needed for the panic necklace. She has contacted the interim municipal Building Inspector and is waiting to hear back from him.
8. **Standing items:**
 - a) **Hiawatha First Nation Formal partnership** – nothing to report
 - b) **Survey-from Stewart Hall walk about, online, and branches update**– nothing to report
 - c) **Stewart Hall Branch Committee** – nothing to report
9. **Acceptance of April 2021 Financial Report:**
 - Line 1751a refers to the repayment of the erroneously received CEWS grant of \$20,669.49. This will not be in future financial reports and was not an official part of the budget, as the library’s eligibility had been questioned by the Board/CEO. The totals at the bottom of page 2 reflect this amount and the total with this amount removed. The CEO reported that the auditors will likely adjust these monies to 2020 year-end. As these monies were part of a COVID Federal government funding initiative to help replace lost revenue for various organizations, many feel it is unfair that

the Library did not qualify due to falling under the umbrella of the municipality. Various sources of funds to support the library have not been available or funding decreased due to the impact of COVID. Ann Cathcart-Andrews has offered to look into the situation when she has time after her imminent retirement.

- CEO Carolanne Nadeau had applied to a MICROSOFT charitable/non profit grant that could have involved the Software Cloud, but discovered we do not fit the criteria. She was thanked for her past and ongoing initiatives in searching /applying for grants.

Heather Zischler moved; Elaine Trotter seconded that the April 2021 Financial Report be accepted. Carried

10. Acceptance of the Chief Executive Officer Report:

- Board members found the Social media postings a very positive step in reaching out to the communities serviced by the OSM Library.
- A question was raised about whether some patrons will continue with on-line library access post-COVID rather than going to the Branches. We need to consider how this will affect the 'physical' library and programs.
- Ann Cathcart-Andrews noted that The Northern Lights daycare children are really missing their outings to the library.
- The CEO reported on the virtual programming. There is interest, but the numbers are not high. *'Blind Date with a Book'* has 2 or 3 out per month; *'Book Bundles for children/juvenile'* are going well. Staff members are working on making *'Adult Book Bundles'*. *'Maker Mats'* are being sent out, but so far there has been no feedback. Nora Reynolds *'Story Time with Nora'* on our YouTube channel, Facebook page and website has approximately 5 followers. In order to provide this *'Story Time'*, due to copyright access, the library must have permission. During the pandemic, the access has been freely granted; however, until the end of December there will be a charge (pro-rated -\$10.00). Nora pre-records the stories, so they are on the sites for some time, but after a certain time must be removed. It was noted that the Library pays for photocopier copyright access. The Board members thanked the CEO and library staff for their efforts ensuring the virtual presence of the OSM library.

Elaine Trotter; Heather Zischler 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 as COVID has interrupted the flow of materials necessary to complete the task there is nothing new to report.

12. Board Management Activities & Development

a) Recruitment of new board members:

- Ann Cathcart-Andrews will have some information about recruitment to the CEO by our June meeting.
- Several Board members had questions or suggestions about the recruitment process.
"People could contact the library saying they are interested and then they could be provided with information, so they would know more about for what they are applying."
"Are we looking for a board member to replace the vacant position for the remainder of the Board's mandate?" "Can we start looking if the process is not yet okayed?" "The Library Board can begin the process as opposed to the township beginning the process." "The CEO is to send a letter to the

municipal clerk.” “As we only have one meeting remaining before the summer, it is suggested that the information for the recruitment process be put together by September and then the process can begin in the Fall.”

13. New Business:

a) Fundraiser: Heather Zischler notified the Board that Nikki Nelson of SKH catering had volunteered to organize a fundraiser for the library. SKH catering will take orders for a Chicken Souvlaki dinner. On Friday, May 28th, they will be at the Keene Library parking lot from 4-6 where the orders may be picked up. SKH will be responsible for collecting the orders (e-mail/phone) and payment. The library will receive a percentage from each dinner ordered.

We need to advertise on our social media sites (library and personal) and try to reach as many in the community as possible (possibility of Municipal electronic signs; posters at libraries visible to those doing porch pickup?).

Board members agreed that this was a wonderful fundraiser in which to participate. Heather was thanked for bringing this to our attention and Nickki for providing the service.

14. Adjournment: Meeting was adjourned at 9:35

Heather Zischler *moved that the meeting be adjourned.*

Next meeting – Wednesday, June 16, 2020, 8:30-10:00 p.m. via Zoom