

## Minutes

### Otonabee- South Monaghan Public Library Board Meeting

October 16, 2024, 4:00 - 6:00 p.m. Keene Public Library

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Present: T. Holmes (via telephone); C. Bolin, H. Zischler, R. Peachey, L. Norris (via telephone), C. Nadeau (CEO)

Regrets: None

1. Call to Order at 4 p.m.
2. Respect and Acknowledgement Declaration – C. Bolin
3. Welcome new Board Member Louisa Norris

T. Holmes welcomed L. Norris to the OSM Public Library Board.

#### 4. Consent Agenda

a. Acceptance of Agenda b. Declarations of Conflict-of-Interest; c. Correspondence, d. Delegations and Petitions, e. Acceptance of the April minutes, May, June and Sept. meeting notes

C. Bolin added the following items to the agenda: Strategic Plan planning and HR Committee

Motion to accept the Consent Agenda with the above noted changes by: C. Bolin. Seconded by: T. Holmes

#### **Carried**

#### 5. Standing Items

##### a. Strategic Plan

“Library as a Place - Areas of Concentration”:

i. Review yearly our spaces and how they meet the patrons’ need. –CEO

The CEO is still analyzing data from staff. She intends to ask the public about this matter at a later date.

ii. Develop a walk-through checklist and evaluate welcome elements and potential barriers for each branch.

– CEO

CEO is continuing to work on this.

b. AODA update – nothing report

c. Board Calendar

i. Board By-laws – defer to November meeting

The Board needs to review the By-Laws in anticipation of developing a new Strategic Plan.

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ii. Keene Santa Claus Parade

The CEO reported that the staff did not have time to participate in the Santa Claus parade in Keene on Dec 14<sup>th</sup>. C. Bolin felt that this would be a good outreach activity considering the number of children attending and the fact that the Keene Lions Club is a sponsor, and they are a donor to OSMPL. The CEO suggested Board members play a role in this activity.

The CEO will poll staff and see if there is a way the OSMPL can participate, maybe walking in the parade with handouts.

ii. Staff recognition – CEO

The CEO reported that she intends to take staff to a Christmas dinner.

Motion to approve up to \$300 for a staff function (not to include alcohol) by: C. Bolin. Seconded by: H. Zischler. **Carried**

iii. 2025 Budget

The revised 2025 budget was discussed. There was discussion about putting in an amount for staff participation in Health and Safety. The CEO was directed to try to find a staff person who could do this activity as part of their employment and remove this amount from the budget. With this change it was moved by H. Zischler and seconded by L. Norris that the Board approve the proposed budget to go to OSM Township. **Carried**

6. Board Management Activities and Development

a. Acceptance of Board Policy OP-02 Contractor/Vendor/Visitor

Motion by: C. Bolin. Seconded by: H. Zischler. **Carried**

b. Review/Acceptance of Board Policy OP-16 Purchasing/Procurement of Goods & Services

Motion by: H. Zischler. Seconded by: L. Norris. **Carried**

c. Acceptance of Board Policy HR-15 Annual Vacation

Motion by: H. Zischler. Seconded by: R. Peachey. **Carried**

d. Acceptance of Board Policy PG-02 Children in the Library

Motion by: C. Bolin. Seconded by: H. Zischer **Carried**

e. Review/Acceptance of Board Policy PG-03 Young Adults in the Library

After discussion, the Board agreed that there is no need to have this policy at this time.

f. Acceptance of Board Policy OP-13 – Accessibility in the Library

Motion by: C. Bolin. Seconded by: H. Zischler. **Carried**

g. Review of Board Policy Employee Conduct Policy HR-10 to include gossip

The CEO is reviewing the Employee Code of Conduct and will include gossip in this document. She will have a re-worked Employee Code of Conduct for the Board to review. Board members suggested that the language be precise and include the phrase “harmful or malicious gossip.”

7. Acceptance of April, May, June-August & September 2024 Financial Reports

Motion to Accept by: C. Bolin. Seconded by: H. Zischler. **Carried**

8. Acceptance of May, June, September & October CEO Reports

Motion to Accept by: C. Bolin. Seconded by: H. Zischler. **Carried**

9. New Business

a. New Member Orientation

As we have two new members to the Board, it was suggested that we have a new member orientation. This would be helpful to older members so that everyone has the same information moving forward.

b. Strategic Plan

C. Bolin noted that our Strategic Plan needs to be developed for early in 2025 as the current plan ends in Dec 2024. The CEO has contacted OLS and will have a discussion with Steven Kraus, Manager of Training and Consulting on October 30, to determine what the next steps are. There is a possibility to build on the Strategic Plans of other libraries.

c. HR Committee – C. Bolin

The Library Board needs to develop an ad hoc HR Committee to look at the CEO job description and the CEO performance review form.

C. Bolin, L. Norris and H. Zischler have agreed to work on this and report back at the next meeting.

10 Adjournment at 5:13 p.m.

Next Meeting: **Nov. 20, 2024 – Stewart Hall Community Hall at 4pm**