

**Otonabee-South Monaghan Public Library Board Meeting Minutes**  
**Monday, October 25, 2021,**  
**4:45 to 6:30 p.m. via Zoom**

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

**Absent:** Marion Burton

1. **Call to Order** at 5:10 a.m. by Chair, Val Crowley (Due to difficulties accessing the Zoom link there was a very late call to order and members late to access the meeting.)
2. **Acceptance of Agenda:** *Elaine Trotter moved; Nancy Caron seconded that the agenda be accepted. Carried.*
3. **Declaration of Conflict of Interest:** None
7. **Auditors from Baker Tilly:** Due to the late start, the presentation by Richard Steringa and Veronica Mason, auditors from Baker Tilly, was moved to earlier in the agenda. Board members had previously received copies of the OSM Library audit. The auditors reviewed this and answered questions.
  - Page 29: LIABILITIES: deferred revenue -the auditors clarified that the \$4,871 reflected capacity funding, seniors' literacy, digital services which hasn't been spent, but 'earmarked' until spent.
  - LIABILITIES: Accounts payable includes the wage subsidies during COVID from the Federal government which was incorrectly received and paid back.
  - NON-FINANCIAL ASSETS: Prepaid expenses: clarification-the benefit is to come in 2021.
  - Page 30: EXPENSES: Occupancy costs: clarification - the municipality pays some expenses directly, but these must be shown as revenue. It comes to a net zero.
  - ANNUAL SURPLUS: The surplus of \$4,441 is not the same as the operating surplus of \$11,000. It doesn't include the transfer between reserves and capital expenses, etc.
  - Page 31: INCREASE (DECREASE) IN NET FINANCIAL ASSETS: \$11,574 is the amount to be sent to reserves.
  - Page 36: Discretionary reserves are \$34,342 [Total reserves (\$99,033) minus the Capital Assets (\$64,691)]
  - HR reserves (direct funding from the township) has a 'carry over' of \$5,493. Once the municipality has given this to us we have a fiduciary responsibility to budget these funds. As long as they are planned for and the plan executed, reserves should remain with the library reserves. The CEO indicated that these are used to help with staff development and training.
  - The auditors noted that accumulating reserves is good as then we can look to various projects.
4. **Acceptance of September 29, 2021 minutes:**  
*moved; seconded that the September 29th minutes be accepted. Carried.*
5. **Delegations and Petitions:** None
6. **Correspondence:** None

**8. Health and Safety:** Security panel and panic necklace - Bailieboro Branch: These were installed at the beginning of October.

**9. Standing items:**

**a) Hiawatha First Nation Formal partnership-** no update

**b) Survey-Stewart Hall Community:**

- Elaine and Nancy reported that the delivery of hard copy surveys to Stewart Hall and environs was complete. Elaine thanked Heather Zischler and Val Crowley for their support with this endeavour.
- The on-line surveys have had some responses.
- Survey completion date is October 30<sup>th</sup>. Elaine and Nancy will endeavour (with Jayce Manley's assistance for the on-line) to collate the results and provide a summary by the November meeting.

**c) Pat Wood Memorial –**

- Elaine Trotter reported that the note cards (which she is donating) featuring the branch libraries have been completed.
- The circle stickers for “Pat’s Pick” will be ready by November. The correct size has been ascertained by testing on various sized library books. The artist has given the library permission to freely use the template to reproduce the stickers when needed.
- Elaine will ensure that the original picture loaned by Pat’s daughter is returned.

**d) Cavan Millbrook Library Service Contract-**

- This has been forwarded to the Cavan Millbrook Library. The contract may take a while to formalize, as the Cavan Millbrook municipal council may not agree to some of the contract.
- There were some questions about the proposed contract: What is the purpose of the contract? Does it effect collection development? - There is already a reciprocal agreement in place with Cavan Millbrook library, but this would formalize the verbal agreement which has been in place for at least 19 years. Trustees were reminded that the contract would be in effect for a period of 10 years, but could be concluded at any time with 6 months notice.
- CEO, Carolanne Nadeau informed the Trustees that a suggestion has been made that the Peterborough Counties’ libraries implement similar reciprocal agreements to allow borrowing between the various library systems in the County. This proposal is at a very early stage.
- There would be no money exchanged, rather the exchange value is the service.
- It was noted that the Trustees passed by e-mail the motion to accept the contract. In our governance seminar, we discovered that this was not legal. We will need to make a motion to accept the contract at a later meeting.

**1. Acceptance of September 2021 Financial Report:**

- **Income**, the numbers in brackets indicate that the monies have not yet been received.
- **Donations & Fundraising**-this could be a concern for the future.
- **Office Expenses**- mileage is \$0.40 per kilometre. –cost of printing of the Stewart Hall survey is recorded under Office Supplies.

*Elaine Trotter moved; Nancy Caron seconded that the Sept. 2021 Financial Report be accepted. Carried*

**2. Acceptance of the Chief Executive Officer Report:**

***Mark Allen moved to defer the Chief Executive Officer's report until the November meeting, due to the late start of the meeting. Heather Zischler seconded. Carried***

**12. Business Arising from the Minutes:**

**a) Board Liability Insurance:** Ann Cathcart-Andrews has sent an e-mail to Heather Scott (municipal office) requesting clarification of the matter. She has not heard back.

**b) Buildings-Bailieboro Branch roof and sidewalk – CEO report:**

- The leak coming from the roof has been fixed. (see the CEO report for further explanation)
- The issue of the sidewalk will be further addressed in the Municipal budget.
- Elaine Trotter thanked the CEO for her prompt follow-up with these issues.

**13. New Business:**

**a) Friends of the OSM Public Library Christmas Raffle – board donation**

- 'Friends' are meeting soon to decide how to proceed with the 2021 raffle. They have contemplated having just 1 'grand' prize and 2<sup>nd</sup> and 3<sup>rd</sup> prizes.
- Heather Zischler detailed some of the donations (to date) for the raffle: Pine Crest 18 holes and golf cart certificate, \$40 gift card from Jan Allen; Winter Candle boxes.
- A request was made that the Trustee provide funding for a 'Grand Prize' (e.g. tablet)

***Nancy Caron moved that we accept the update of the Friends of OSM Public Library Christmas raffle requesting that Board members donate, as they are able, to purchase one big prize. Seconded by Val Crowley. Carried.***

**14. Board Management Activities & Development**

***Elaine Trotter moved, Colleen Bolin seconded, that we defer Item 14 to the November meeting. Carried.***

**a) Board-CEO Partnership Governance Policy**

**b) Workplace Harassment Violence and Discrimination Policy**

**14. Adjournment:**

***Elaine Trotter moved, Mark Allen seconded, that the meeting be adjourned at 6:26.***

Next meeting Monday, November 29, 2021, 4:45-6:30  
Keene Branch Library