

Minutes

Otonabee South Monaghan Library Board

Dec. 18th, 2024

Stewart Hall Branch

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

1. Call to Order 4:00 p.m.
2. Respect and Acknowledgement Declaration – T. Holmes
3. Acceptance of Consent Agenda
 - a. Acceptance of agenda; b. Declarations of Conflict of Interest; c. Correspondence; d. Delegations & Petitions; e. Acceptance of the November minutes

Motion to accept the Consent Agenda with the addition of Applicant of potential Board member to the agenda under New Business by C. Bolin, Seconded by: L. Vatri

Carried

4. Standing Items
 - a. Strategic Plan 2025- update

The CEO has approached OLS to set up a planning session for early in the new year. We should have dates soon.

4. Standing Items
 - b. Strategic Plan – “Library as Place” – Areas of Concentration
 - i. Review yearly our spaces and how they meet the patrons’ needs – update

The CEO has done a survey with staff (but it has to be redone) and set up an online survey (website and social media) for the public. The results should be ready in the new year.

4. Standing Items
 - c. AODA update – nothing to report
 - d. Health and Safety – nothing to report
 - e. Keene 200

The CEO reported that it is her plan to participate in the tree lighting ceremony at the Historical Society/Library building and to encourage the programmer to develop relevant programs.

5. Board Calendar
 - a. Proposed Policies Schedule for 2025

The CEO proposed a calendar of policies for the Board to review in 2025.

6. Board Management Activities and Development

a. Workplace Harassment and Discrimination Policy – HR-O7

With minor changes, motion to accept by C. Bolin; Seconded by. L. Vatri **Carried**

b. Prevention of Workplace Violence policy – HR-08

With minor changes, motion to accept by C. Bolin; Seconded by. T. Holmes

Carried

c. Employee Health and Safety Policy – HR-09

With minor changes, motion to accept by C. Bolin; Seconded by. L. Vatri

Carried

d. Employee Conduct Policy – HR-10

With minor changes, motion to accept by C. Bolin; Seconded by. R. Peachey

Carried

e. Intellectual Freedom Policy – FN-04

With minor changes, motion to accept by C. Bolin; Seconded by. T. Holmes

Carried

f. Keene Santa Claus parade – update

R. Peachey and family/friends entered a OSMPL float in this parade that can be reused again. It was well received at the parade and the Board thanked R. Peachey for his time and talents putting this together.

g. HR Committee – CEO job description and performance review form

The Board presented the CEO with the revised Job Description and Performance review form as passed in the In Camera meeting in November and asked her to review for minor changes.

h. Review of proposed revised 2025 budget

The Board reviewed the revised proposed budget for 2025 with a 4.982% increase from OSM Township from 2024, but a shortfall of \$10,543 from what had been originally requested by the OSM Library Board.

The CEO presented a proposal to close one operational day at the Bailieboro branch and reallocate the staff hours to the Social Media Marketing Program Clerk position. The CEO also made minor changes to the original budget proposal to meet the reduced Township levy.

C. Bolin asked that the Board see some measurable results from the change of positions with the aim to be a report within 6-7 months.

After much discussion, there was a motion to accept the revised budget and the proposal as presented by the CEO for the 2025 budget year.

Motion by: H. Zischler, Seconded by: L. Vatri **Carried with one dissent**

Further to this discussion, it was recommended that there be a presentation to Council in June with information on value added by library services. C. Bolin will investigate value added and report to T. Holmes.

7. Acceptance of November 2024 Financial Report

Motion to accept the November 2024 Financial Report by: L. Vatri, Seconded by: H. Zischler **Carried**

8. Acceptance of December CEO Report

The CEO mentioned that the website will be reviewed for upgraded in the new year. The Christmas Craft Time at the Library held at the Stewart Hall Community Centre was a hit. Motion to accept the December CEO Report by: R. Peachey, Seconded by: T. Holmes. **Carried**

9. New Business

a. Proposed New Board Member

A member of the community, Trish Fenech, has expressed interest in joining the Board. She will be extended an invitation to attend the January or February meeting.

10. Adjournment at 5:30 p.m.

Next meeting – Jan 22, 2025, at Keene Branch – 4 p.m.