

Otonabee South Monaghan Public Library Board Minutes

March 20, 2024, 4:00 - 4:46 p.m.

Bailieboro Public Library

Present: T. Holmes, C. Bolin, E. Trotter, H. Zischler, Carolanne Nadeau (CEO) Regrets : J. Cowie

1. Call to Order 3:58 p.m.
2. Respect and Acknowledgement Declaration – H. Zischler
3. Consent Agenda
 - a. Acceptance of Agenda b. Declarations of Conflict-of-Interest c. Acceptance of Feb 21, 2024 Minutes d. Correspondence e. Delegations & PetitionsC. Bolin asked to pull out d) Correspondence from the agenda.
Motion to pass Consent Agenda by C. Bolin Seconded by: E. Trotter **Carried**
Correspondence – C. Bolin read a thank you letter from N. Caron for the departing gift from the OSMPL Board.

4. Standing Items

a. Community Partnerships and Outreach

E. Trotter has found someone who will promote Library activities at the Presbyterian Church in Bailieboro by putting up flyers.

C. Bolin mentioned that the mayor had struck a Steering Committee to look at events for Keene's 200th anniversary in 2025. C. Bolin is on this committee. The 200 Committee will be asking groups and organizations such as the Library to think of ideas to become part of the celebration. The CEO enquired if participation from the Library was mandatory. T. Holmes indicated that it was not but it would be a good idea to be part of this unique community celebration.

H. Zischler has started looking at how to put together a Newcomer Package. She will mee with H. Scott from OSM about what is already done. It was suggested that she speak to J. DiFrusia from the Food Cupboard and R. Saler from WI about ideas. H. Zischler indicated that this is going to be a big project and she is now looking a template on how to start.

b. Strategic Plan

i. Discussion re: Volunteer Appreciation for April – update

H. Zischler is prepping for this with gifts and cards for volunteers. We will have a short appreciation event prior to the April meeting and H. Zischler will ask a rep from each volunteer group to do a short presentation to the Board. We will gather at 3:30 pm and have hot drinks and butter tarts.

ii Develop a communication network throughout OSM that can get our stories told

The CEO is developing a communication network for OSMPL.

iii Annual audit – CEO Report

The information has been sent off to the auditors and we will wait to see when it will be returned for review

iv Board Evaluation

5 Board Management Activities and Development

Since most Board members had problems editing the policy documents, E. Trotter motion to defer the policy review until the April 2024 meeting. Seconded by H. Zischler. **Carried**

It was decided that C. Bolin would take input from Board members and send it to members prior to the April meeting.

a. Review of Board Policy Gov – 07.

Deferred to April 2024 meeting.

b. Review of Board Policy VOL – 01

Deferred to April 2024 meeting.

c. Review of Board Policy HR- 06

Deferred to April 2024 meeting

d. Review of Board Policy HR -05

Deferred to April 2024 meeting

E. Trotter reminded Board members that the By-Laws and annual policies must be reviewed. These are scheduled for late in the year.

6. Acceptance of February 2024 Financial Report

The CEO explained that Quick Books funds are half under line 2125 and half under line 2343.

The recent grant secured by C. Caron has been included in donations. It will pay for most office supplies for the year.

T. Holmes will look at ways to compare the spending in different lines form one year to another.

Motion to accept the February 2024 Financial Report by C. Bolin Seconded by: H. Zischler **Carried**

7. Acceptance of CEO Report

a. Health and Safety – CEO Report

The alarm has been installed in Stewart Hall.

E. Trotter asked about St. John's Ambulance certification for staff. The CEO will enquire with the Fire Department as to when they will be having training and perhaps we can add on to that.

8. Business Arising from Minutes

b. Dual Lock Safe Update – Carolanne

This has been installed at the Keene Branch. The Chair and Vice Chair were given keys to the safe. C. Bolin will approach N. Caron to get any documents that need to be stored in the safe that she may have in her possession.

Motion to Accept March CEO Report by H. Zischler Seconded by: T. Holmes **Carried**

b. Zim Art Donation Update – E. Trotter

E. Trotter has sent another email to the owners of Zim Art but they are in the process of moving to Mexico. They had indicated that we do not need to put extra insurance on the piece.

c. CEO Evaluation update

This has been stalled. It was decided that, in order to move this along (as it is already March), that the Board replace J. Cowie (who is ill) with C. Bolin. The HR group should have something to present to the Board at the April meeting

9. New Business

10 Adjournment @ 4:46 p.m.

Next Meeting – April 17, 2024 @ Keene Branch

Presentation and Appreciation of Volunteers @3:30 p.m.