

Otonabee South Monaghan Public Library Board Meeting Minutes

Nov 20, 2024, Stewart Hall Community Centre

Present: T. Holmes (until 4:30pm); C. Bolin, L. Norris, R. Peachey. C. Nadeau (CEO) Regrets: H. Zischler

1. Call to order at 4 p.m.

2. Respect and acknowledgment declaration – L. Norris

3. Consent Agenda

- a. Acceptance of Agenda
- b. Declaration of Conflict-of-Interest
- c. Correspondence
- d. Delegations and Petitions
- e. Acceptance of October minutes

Motion to accept the Consent Agenda with the addition of budget discussion to the Agenda by: C. Bolin

Seconded by: L. Norris Carried.

4. Standing Items

a. Strategic Plan 2025

The CEO referred to a distributed document from a consultant at OLS. The Board agreed that they should complete the Strategic Plan as soon as possible. We will aim to make our strategic plan as ‘user friendly’ as possible using plain language. The CEO will arrange for OLS to collaborate with the Board to develop the plan.

b. Library as Place

i. Review yearly our spaces and how they meet the patrons needs

The CEO is still working on this and will have something for the Board soon.

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

CEO is still working on this checklist and formulating outcomes. This information should be available soon.

c. AODA update – nothing to report

d. Health and Safety

The CEO reported that Library Clerk Roxanne St. Martin has agreed to step into the Health & Safety Rep. position.

5. Board Calendar

i. Board By-Laws

The Board reviewed the by-laws and agreed to the change to By-Law 12 #4 to remove the sentence – “The Board, through an HR Committee, will conduct an annual goal setting/review with the CEO”.

Moved to accept the amended By-Laws with the noted change by: C. Bolin Seconded by: L. Norris Carried

ii. Keene Santa Claus Parade

L. Norris and H. Zischler have worked on giveaways for the Keene Santa Claus parade. Students who give out the bookmarks with candy canes will wear elf hats. R. Peachey has agreed to build a float and find some children to ride on the float. The Board felt that the Library should be a presence in Santa Claus parades in future years.

b. Board Management Activities and Development

i. Review of Board Policy Employee Conduct policy – HR -10 to include gossip- deferred to December meeting

ii. HR Committee Update

Deferred to In Camera meeting

iii. Budget Update

The CEO reported that the 2025 budget has been submitted to the committee. There were a few questions about specific items, but they were clarified with the Treasurer. The CEO also mentioned that the Township's payments are now being made quarterly instead of annually, which is not ideal for operations during the last quarter of the library's financial year.

6. Acceptance of October 2024 Financial Report

Motion to accept the October 2024 Financial Report by L. Norris Seconded by: R. Peachey Carried

7. Acceptance of November CEO Report

The CEO clarified that she has applied for a Trillium Grant. She also mentioned that the OSMPL received a \$2,085 grant for the CRA program, which was conducted in the library during March and April.

Motion to accept the November CEO report by: L. Norris Seconded by: R. Peachey Carried

8. Motion to move to an In Camera meeting to discuss an HR issue by: C. Bolin Seconded by: L. Norris

Carried

An HR issue was discussed

Motion to move from the In Camera meeting by: L. Norris; seconded by: R. Peachey Carried

Adjournment at 5:30 p.m.

Next Meeting will be held on Dec 18, 2024, at the Stewart Hall Community