

Minutes

Otonabee- South Monaghan Public Library Board Meeting

December 17, 2025, 4:00 – 6:00 p.m.

Stewart Hall Community Centre

Attended: Roxanne St Martin, Carolanne Nadeau, Colleen Bolin, Katy Crilly, Louisa Norris

Regrets: Richard Peachy Absent: Terry Holmes

-
1. **Call to Order** – 4:05 p.m.
 2. **Respect and Acknowledgement Declaration** – C. Bolin
 3. **Consent Agenda**
 - a. Acceptance of Agenda
 - b. Declarations of Conflict-of-Interest
 - c. Correspondence
 - d. Delegations & Persons
 - e. Acceptance of the November 19, 2025, minutes

Motion to accept with the addition to new business b. Interlibrary Loan Canada Post: R. St. Martin, seconded, C. Bolin. Carried.

4. **Standing Items**
 - a. AODA update – nothing to report
 - b. Health & Safety – nothing to report

5. **Business Arising from the Minutes**

- a. 2026 Budget - update – 2026 Budget was passed by Council.

Motion to pass the increase in staff wages by 1.8% for 2026. Moved by L. Norris, seconded by K. Crilly. Carried

- b. Advocating on timely and increased provincial funding – Deferred to the next meeting as T. Holmes was absent.

6. **Board Calendar**

- a. Policy: Donations FR-01 Deferred to next meeting.

- b. Workplace Harassment and Discrimination on HR-07

With these modifications this policy is accepted. *Motion: C. Bolin seconded L. Norris. Carried.*

- c. Prevention on of Workplace Violence Policy HR-08 – Appendix A was circulated to the Board at the meeting.

With these modifications this policy is accepted. *Motion: C. Bolin seconded R. St. Martin. Carried.*

ACTION: CEO is to look for missing working alone policy in health and safety documents; suspected it was lumped into another policy.

7. Board Management Activities and Development

a. Policies 2026 Schedule – under CEO Partnerships move the Board CEO Partnership moved up to January. Look at the policy before we do the CEO Evaluation. Also looking at Service Excellence in January

ACTION: C. Bolin will check the timing of the CEO Performance Contract to see if it's every year or every other year.

8. Acceptance of November 2025 Financial Statement

Motion to accept: L. Norris, seconded R. St. Martin. Carried.

9. Acceptance of December 2025 CEO Report

Motion: R. St. Martin, seconded K. Crilly. Carried.

10. New Business

a. Social Calander – T. Holmes, deferred to next meeting as Terry was absent.

b. Interlibrary Loan – Proposed Canada Post Amendments – Canada Post has proposed amendments that would eliminate the postage subsidy known as the “library book rate,” which would negatively impact Interlibrary Loan services. A majority of librarians and sector representatives are submitting letters in opposition to these changes.

The Library Board moved to approve the CEO send a letter to the Hon. Joël Lightbound, P.C., M.P. and M.P. Emma Harrison and forward copy to CAO Heather Scott to request council endorsement in the new year.

Motion: C. Bolin, seconded R. St. Martin. Carried.

c. HR Committee – Closed Session.

11. Adjournment – 4:40pm

12. Next Meeting: January 21, 2026, Keene Public Library