

## Minutes

### Otonabee- South Monaghan Public Library Board Meeting

**October 15, 2025, 4:00 – 6:00 p.m. Keene Public Library**

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Present: T. Holmes, C. Bolin, R. St. Martin, R. Peachy. L. Vatri (via telephone), C. Nadeau (CEO)

1. Call to Order 4 p.m.
2. **Respect and Acknowledgement Declaration** – C. Bolin

3. **Welcome New Board Member**

R. St. Martin was welcomed as a new Board member.

4. **Election of Recording Secretary**

Motion to elect L. Vatri as Secretary by: R. Peachey. Seconded by: R. St. Martin. **Carried.**

5. **2024 Financial Audit** – Veronica Mason from Bakertilly

V. Mason from Baker Tilly reviewed the 2024 audited financial statements via Zoom and confirmed that everything appears to be in order. It was noted that municipal contributions account for 83% of incoming funds, while salaries and benefits represent 72% of outgoing expenses.

C. Nadeau raised a point regarding the calculation of in-and-out costs for the 'rental' of the three facilities, noting that the current figures do not reflect the fact that some facilities house multiple tenants. V. Mason will review this calculation and provide an update to the Board.

Motion to accept the 2024 Financial Audit as presented by: C. Bolin. Seconded by: R. Peachey. **Carried**

6. **Consent Agenda**

- a. Acceptance of Agenda
- b. Declarations of Conflict-of-Interest
- c. Correspondence
- d. Delegations & Petitions
- e. Acceptance of the June 18, 2025, minutes

Motion to accept the Consent Agenda by: L. Vatri. Seconded by: R. Peachey. **Carried**

7. **Standing Items**

- a. AODA update – nothing to report
- b. Health & Safety – nothing to report

8. **Board Calendar**

- a. Policy: Code of Conduct (Public) OP-14  
Deferred until the next meeting
- b. Policy: E-Transfer Approval Authorization Statement GOV-10  
Deferred until the next meeting

9. **Board Management Activities and Development**

a. 2026-28 Strategic Plan formal adoption

The Board reviewed the goals presented by the CEO. It was agreed to update the Vision statement to:  
*“The Library will be the heartbeat of your community—where everyone feels welcome and respected. We promote learning, innovation, and community spirit.”*

Motion to accept the Strategic Plan with the small revision by C. Bolin. Seconded by: R. Peachey. **Carried**

b. Presentation to OSM Council

The CEO will arrange for T. Holmes, C. Nadeau, and L. Vatri to deliver a brief presentation to the OSM Council highlighting the Library’s recent successes and the Strategic Plan.

c. 2026 Draft Budget Discussion

- The Board discussed the proposed pay rate for the summer student position. While most members supported a rate above minimum wage, the CEO noted that a higher rate could strengthen the Library’s grant application and improve competitiveness. C. Bolin commented that, given the 14% unemployment rate among students, the availability of a job already provides a competitive advantage.
- It was agreed to revisit the pay rate once the outcome of the grant application is known.
- C. Bolin questioned the proposed salary increases, noting they exceed those offered to OSM employees.
- The Board discussed reinstating the four hours lost at the Bailieboro branch last year and adding four paid hours to the Keene branch to ensure compliance with HR policies. It was decided to include eight additional hours in the budget and review later if adjustments are needed.
- T. Holmes noted that the new Recreation Study includes a proposal for a playground at the Bailieboro Library, which, if implemented, could increase traffic to the branch.

d. Board Fundraising Committee – Colleen

Deferred

The CEO noted that the Christmas Market at Stewart Hall has been well received.

10. Acceptance of June, July, August & September 2025 **Financial Reports**

Motion to accept by: T. Holmes. Seconded by: L. Vatri. **Carried**

11. Acceptance of October 2025 **CEO Report**

Was discussed but not accepted. Deferred

12. **New Business**

a. Update cheque signing authorities

Deferred

b. Human Resources Committee discussion – Terry

Deferred

13. Adjournment

Special Meeting: **Oct 29, 2025**, Keene Public Library