

Otonabee- South Monaghan Public Library Board Meeting

November 19, 2025, 4:00 – 6:00 p.m. Bailieboro Public Library

Present: Colleen Bolin, Roxanne St Martin, Carolanne Nadeau, Louisa Norris, Terry Holmes, Richard Peachey
Guest: Katy Crilly

1. Call to Order – 4:01 pm

2. Respect and Acknowledgement Declaration – T. Holmes

3. Consent Agenda

a. Acceptance of Agenda b. Declarations of Conflict-of-Interest c. Correspondence d. Delegations & Petitions
e. Acceptance of the October 29, 2025, minutes

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

4. Standing Items

a. AODA update – nothing to report

b. Health & Safety – CEO said she is looking for a new Health & Safety person as the present representative is leaving on Maternity leave shortly.

5. Business Arising from the Minutes

a. Council Presentation – November 3, 2025. The presentation was concise and well received. T. Holmes confirmed it went smoothly and noted that several productive discussions followed. The CEO delivered an excellent presentation and was positively acknowledged for her contribution.

b. Generator(s) proposal to council update – Report from T. Holmes.

- Council proposed repurposing older, smaller gas generators from emergency services for the buildings the library branches are in.
- Facilities management, not fire department, will handle generator maintenance and handoff.
- CEO identified battery backups as ideal for short-term outages to backup for sump pump for the Stewart Hall branch; generators preferred for longer term emergencies.
- CEO suggested Friends of the Library consider purchase of power bank(s) for easier maintenance and security.
- Timeline for generator transfer to branches remains undetermined.

ACTION: Carolanne will check with the friends on this issue.

ACTION: Terry to follow up on generator transfer time with Mike Nelson and Fire Chief.

c. Cheque signing authorities – update CEO

d. Santa Claus Parades in Keene and Stewart Hall

Mission Statement

“The Otonabee-South Monaghan Public Library is a welcoming place and vibrant community hub, dedicated to connecting people through stories, services, and lifelong learning.”

- Scheduled for same day as the Library’s Christmas Craft Time at the Library – Stewart Hall 11 am – 1 pm.
- Library staff cannot support both parades and Library programming due to limited resources, staff and volunteers.
- Christmas Craft time is fully booked and prioritized; offers community engagement and creative and seasonal activities for the Stewart Hall Community and surrounding area.
- CEO proposed: Parade participation to be board-led, with staff providing promotional materials and volunteer coordination support.
- Suggested future recommendation: Coordinate Library and community calendars to avoid event conflicts.
- Volunteers needed for Keene parade float; call for volunteers issued via social media and Library channels.
- Stewart Hall evening parade: Float driven by tractor cannot travel to Stewart Hall, the Library’s banner will be used instead. Roxanne will take the lead, and Lousia will ensure she has bookmarks and candy canes to handout to attendees.
- Minimum presence required; plans to establish for varying levels of participation moving forward:
 1. 300 hundred bookmarks and labeled candy canes to be distributed along parade route.
 2. Float created by Richard may be reused; staffing and volunteer availability discussed

ACTION: In the future, we must do a coordinated calendar with the Library as well as the activities going on in the township so that we don’t have any conflicts – Community Engagement Coordinator

6. Board Calendar

- a. Policy: Donations FR-01 – Table this until next meeting because T. Holmes feels there may be a possibility to give receipts for service.

ACTION: T. Holmes will investigate this. CEO said she is going to send us the definition of Donor

- b. Policy: Employee Health and Safety HR-09 – *Motion to accept the policy with changes was moved by C. Bolin seconded by T. Holmes. Carried.*

7. Board Management Activities and Development

- a. Trustee Application Review: T. Holmes – Katy Crilly is applying to be a Director on the Board. Katy was in attendance as a visitor. The board welcomed her and asked her some questions.
 Motion to recommend to OSM Council appointment of Katy Crilly to the OSM Public Library Board.
Moved by T. Holmes, seconded C. Bolin. Carried.

ACTION: CEO will forward the motion and Katy’s application letter to CAO to be added to Council’s next meeting agenda.

- b. Human Resources Ad hoc Committee discussion – Regarding terms of reference. The CEO explained the Committee’s terms of reference should be added to Board - CEO Partnership (includes Evaluation

of the CEO) GOV-04 policy as Appendix B. Total of 3 board members are on this Committee, T. Holmes, C. Bolin and L. Vatri.

Motion to accept the terms of reference with changes and adding the terms of reference as Appendix B to GOV-04 Policy, moved by C. Bolin, seconded by L. Vatri. Carried

8. Acceptance of October 2025 Financial Statement

- Spending at 80% aligns with year progress.
- Provincial government delays annual funding; now typically received mid to late December instead of summer. The CEO has repeatedly reported annual funding amount has remained unchanged for 30 years at \$19,268. T. Holmes requested information from CEO to inform Council, and advocate and address funding delays and lack of increases.

Motion to accept moved by C. Bolin, seconded by L. Vatri. Carried.

ACTION: CEO will provide advocacy information to T. Holmes.

9. Acceptance of November 2025 CEO Report

Motion to accept moved by L. Vatri, seconded by R. St Martin. Carried

10. New Business

a. Staff recognition: CEO - request to purchase gift cards for employees (\$30) each. Also, the last week of work include some cookies.

Motion to accept moved by L. Vatri, seconded by R. Peachey. Carried

Other Business

R. Peachey - Death Café event and related art exhibition discussed as potential future programming.

- *Death Café event was held at the Douro Library, led by Brian Nichols (retired child psychiatrist).*
- *Death Café included intimate discussion on death with 20 participants for 1.5 hours.*
- *Brian Nichols' art show Douro Library, features 50 small artworks and objects, includes stitching, painting, found objects.*
- *Art show at Douro opened for about a month; school groups attended.*
- *Proposal to bring Death Café and art show to Keene; Stewart Hall Community Centre was suggested due to lack of exhibition space in Keene. It was noted that even though Stewart Hall Community Centre was a good space, there is no door to lock to keep exhibition safe, and the lighting isn't very good.*

ACTION: R. Peachey would like to raise the issue of holding a Death Café in the new Year

11. Adjournment – 5:17 pm

Next Meeting: December 17, 2025, Stewart Hall Community Hall