

Minutes

Otonabee South Monaghan Library Board Meeting

October 29, 2025, Keene Library, 4-6 p.m.

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

1. Call to Order at 4:05 p.m.

Vice Chair C. Bolin chaired the meeting in Chair's absence.

2. Recognition and Land Acknowledgement Declarations – C. Bolin

3. Consent Agenda – a. Acceptance of the Agenda b. Declarations of Conflict-of-Interest c. Correspondence d. Delegations and Petitions e. Acceptance of October 15, 2025, Minutes.

Motion to accept the Consent Agenda moved by C. Bolin, seconded by R. St Martin. Carried.

4. Business Arising from the Minutes

a. Presentation to Council – November 3, 2025 – update: Carolanne will attend presentation to Council. Louisa will attempt to accompany her, but she has a conflicting commitment. The presentation will link to our 2026-28 strategic plan identifying our three strategic priorities.

5. Board Calendar

a. Policy: Code of Conduct (Public) OP-14 – Colleen discussed additions to the Code of Conduct, specifically regarding the behavior of others and respect for property.

Motion to approve the policy with changes was moved by L. Vatri, seconded by R. St Martin. Carried.

b. Policy: e-transfer Approval Authorization Statement GOV-10 - This policy will allow the Library to pay bills via e-transfer, for example, during a mail strike. Since most vendors and partners now prefer e-transfers, this method will be adopted, but the appropriate signing authority will still be used.

Motion to approve the policy with changes was moved by C. Bolin, seconded by R. St Martin. Carried.

6. Board Management Activities and Development

a. 2026 Draft Budget Discussion: The Board reviewed the 2026 draft budget during the previous meeting when all members were present. Based on the feedback provided, the CEO has made the necessary adjustments. The revised budget is now ready for submission to Council, and the Board will await Council's decision.

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.”

Motion to accept and submit the 2026 Budget was moved by C. Bolin, seconded by L. Vatri. Carried.

- b. Board Fundraising Committee: Following the resignation of two committee members in September, the Board needs at least two new members to join the committee. C. Bolin noted that due to other commitments, she would be able to participate starting next year. She emphasized that the committee's purpose is to shift most fundraising responsibilities away from staff and concentrate on organizing one or two major fundraising events. The CEO has been asked to establish a fundraising target.
- c. Keene Santa Claus Parade: Although R. Peachy was absent, the Board hopes he will organize the float for the parade again. The Board will also request that he bring the float to the Stewart Hall Parade. Louisa and Carolanne will prepare bookmarks for the parade, and R. St Martin will lend a generator for the evening float. The CEO reminded the Board that Christmas Craft Time at the Library program is being held on the morning of the parades and staff will not be available.
- d. Trustee Application Review: The Board reviewed a new candidate's application and resume. Carolanne will contact the potential candidate and invite her to the next Board meeting.

7. New Business

- a. Updated Cheque Signing Authorities: The Board motioned to add L. Vatri, and T. Holmes along with C. Bolin as signatories. *Moved by C. Bolin, seconded by R. St Martin. Carried.*
- b. Human Resources Committee Discussion: Deferred to next meeting. C. Bolin will send out the Terms of Reference to all Board members.

8. Adjournment

The meeting was adjourned at 4:34 p.m.

Next meeting – November 19, 2025, Bailieboro Public Library.