

Otonabee-South Monaghan Public Library Board Meeting Minutes
Wednesday, April 14, 2021, 8:30-10:30 a.m.
Via Zoom

Present: Val Crowley, Ann Cathcart-Andrews Nancy Caron, Elaine Trotter, Carolanne Nadeau, Heather Zischler, Mark Allen

1. **Call to Order** at 8:35 a.m.by Chair, Val Crowley
2. **Acceptance of Agenda:**
Elaine Trotter moved; Heather Zischler seconded that the agenda be accepted. Carried.
3. **Declaration of Conflict of Interest:** None
4. **Acceptance of December 16, 2020 minutes:** The changes and amendments to the December 2020 minutes are noted in the March 2021 minutes. The December minutes had not been officially accepted, as there had not been a quorum.
With the noted changes, Heather Zischler moved; Elaine Trotter seconded that the December 2020 minutes be accepted. Carried.
Acceptance of March 3, 2021 minutes:
 - Item 2-Acceptance of the agenda-~~delete~~: “with the noted amendment.
 - Item 7-in the second line: add ‘at the Stewart Hall Branch’ after stairs.
 - Item 13- Bullet 6 – Change ‘Val Trotter’ to ‘Val Crowley’*With the noted changes, Elaine Trotter moved; Val Crowley seconded that the March 2021 minutes be accepted. Carried*
5. **Delegations and Petitions:** None
6. **Correspondence:** CEO, Carolanne Nadeau, noted that the library would have to repay @ \$20,000 of CEWS funding for payroll. We did not qualify for this pandemic relief fund, as the library is part of the OSM municipal resources. The monies had been untouched and had not been included in the 2021 yearly budget, so there was no negative effect on the budget. It had been hoped the CEWS funding would help cover some of the financial losses (especially the dollars available for the Collection) from lack of fundraising due to the pandemic.
7. **Health and Safety:** Nothing to report
8. **Standing items:**
 - a) **Hiawatha First Nation Formal partnership** – nothing to report
 - b) **Survey-from Stewart Hall walk about, online, and branches update**– nothing to report
 - c) **Stewart Hall Branch Committee** – nothing to report

8. Acceptance of December 2020, January, February & March 2021 Financial Reports:

- There is a small amount of income that has just come into the library (e.g. donations) that is not reflected in the latest financial report, but will be entered in the April report.
- There is a double phone bill payment for the Bailieboro Branch library on the March report, as the April phone bill was also paid.
- Please refer to the CEO report for further explanation of the Financial reports.

Nancy Caron moved; Heather Zischler seconded that the December 2020, January, February & March 2021 Financial Reports be accepted. Carried

10. Acceptance of the Chief Executive Officer Report:

- The CEO informed the Board that OSM municipality has employed a new treasurer.
- The audit of the library 'books' is at the end of April
- The CEO has investigated some informative Websites
- CEO and staff have worked on keeping Social media sites and the Library Website updated. The CEO's report outlines these as well as a Community Outreach initiative.
- Carolanne Nadeau brought the latest fundraising initiative (Plant Kits) by Friends of the Library to the Board's attention. She noted that the profit from each kit would be about \$10.00.
- The panic 'necklace' for the Stewart Hall Branch is ordered. A question was raised as to why the Bailieboro Branch 'panic necklace' has not been ordered. The funding has been approved and perhaps it would be more cost efficient to do both in the same order. The Board agreed that our CEO should call the provider and request both.
- The outdoor parking signs have been installed
- Please refer to the April 14th CEO report for more detailed information on what is happening in the library.
- The Board complimented and thanked the CEO, Carolanne Nadeau for her exemplary work in the areas of Health & Safety, Maker Mats, Community Outreach, and marketing through Social Media.

Heather Zischler moved; Mark Allen seconded that the Chief Executive Officer's report be accepted. Carried

11. Business Arising from the Minutes:

- a) Pat Wood Memorial** – Elaine Trotter reported that she is waiting for a response about the project from the artist, Karen Shaughnessy.

12. Board Management Activities & Development

a) Health and Safety Policy – review

- Edits and some discussion of the Health and Safety Policy are noted in the March 3 minutes.
- The question of when actual Fire Drills are conducted, aside from during the Fire Department Inspection, was answered. The CEO reported that the Library H&S rep., Nora Reynolds, agrees that these will be done; however, at the present under COVID restrictions a fire drill is not feasible.
- It was suggested that the Board needs to review the policy periodically.
- The CEO will discuss the Policy during an on-line meeting with staff.

Elaine Trotter moved that the Health and Safety Policy be accepted, with the noted edits. Val Trotter seconded. Carried.

b) Strategic Plan Appendix letter-review

- Chair, Val Crowley sent the Board members the Strategic Plan Appendix letter.
- Vice Chair, Ann Cathcart-Andrews will shortly send the Final Revision of the Strategic Plan.

13. New Business:

a) Zero in CX Workshop Session for library staff:

- Initial discussion regarding this session can be found in the March 3, 2020 minutes
- Even though the library will no longer have the CEWS funding to help offset the cost of this program, the CEO thinks it is a good program to revitalize staff, help provide ownership investment and engagement in the library, and help staff to 'be on the same page'.
- Board questioned as to whether the cost could be lessened i.e. do it during the 'shut down' (due to Ontario COVID 'stay at home' order). That way some staff would be working and thus this would help with covering the cost of some staff. The effectiveness of the on-line session might not be as beneficial, so would need to revisit when COVID has settled.
- Has this been compared to programs that OLS might offer (i.e. a keynote speaker from OLS)? Could this then be better tailored to our Strategic Plan?
- It might be more helpful in September as a launch for the "new year".
- The CEO noted that the workshop would help with keeping all areas of OSM municipality in the "bull's eye" of the library staff/board and not just the Branch areas. This was noted as a good point, especially given the significant increase in clients' use of E-books and other digital materials.
- It was decided that any decision should be tabled until we have a better understanding of the impact/outcomes of COVID.

b) Recruitment of new board members:

- It was noted that the Board is already in its third term.
- The CEO sent Board members information regarding qualifications and responsibilities required of Board members.
- It was suggested that the CEO work on the recruitment process, i.e. what is need going forward according to the Strategic Plan. That way in the fourth year there will be a clear direction for recruiting Board members. The Board was reminded that we are also looking at Hiawatha First Nation's involvement, so a Board position should be available.
- It was suggested that an address from the Library Board to OSM Council is needed. This would indicate what the Library/Board does and needs. It could cover budgeting, dependency on donations/fundraising for collections.
- Ann Cathcart-Andrews is willing to put together a document for the next meeting.
- The CEO noted that the Library has presented to the council in the past. The CEO previously went to the budget meeting and does present to the Clerk/Treasurer.
- Noted that a report from the Board members might be a method to highlight current business.

- Suggested that reports from Mark Allen, Council representative on the Library Board, might highlight the library.
- Board members were requested to think about approaching people to apply for the Board position.
- Any ideas can be sent to Val Crowley. Ann Cathcart-Andrews will send hers.

14. Adjournment: Meeting was adjourned.

Elaine Trotter moved that the meeting be adjourned. Ann Cathcart-Andrews seconded.

Next meeting – Wednesday, May 19, 2020, 8:30-9:45 p.m., Zoom