

**Otonabee-South Monaghan Public Library Board Meeting Minutes**  
**Monday, January 31, 2022,**  
**4:45 to 6:30 a.m. via Zoom**

**Present:** Val Crowley, Ann Cathcart-Andrews, Colleen Bolin, Nancy Caron, Elaine Trotter, Marion Burton, Mark Allen, Carolanne Nadeau

**Regrets:** Heather Zischler

1. **Call to Order:** Chair, Val Crowley called the meeting to order at 4:49
2. **Acceptance of Agenda:** Request to add “Legacy Planning” to the Item 13, New Business.  
*With the noted addition, Elaine Trotter moved; Marion Burton seconded that the agenda be accepted. Carried.*
3. **Declaration of Conflict of Interest:** None
4. **Acceptance of November 29, 2021 minutes:** Item 8b), Standing Items, 2<sup>nd</sup> bullet: change to “**Heather Zischler seconded**”. Item 15, Adjournment: 2<sup>nd</sup> last sentence change “**virtual**” to “**in person**”.  
*With the noted changes, Elaine Trotter moved to accept the October 25<sup>th</sup>, 2021 minutes. Colleen Bolin seconded. Carried.*
5. **Delegations and Petitions:** None
6. **Correspondence:** None
7. **Health and Safety:** see the CEO’s report.
8. **Standing items:**
  - a) **Hiawatha First Nation Formal partnership-** no update
  - b) **Survey-Stewart Hall Community –discussion tabled to February meeting**
    - A request was made for the library CEO to review the suggestions and requests outlined in the survey summary and generate a response to these from an operational stand. What can be accomplished within financial and staff limitations would assist the Board’s discussion. The CEO has a very busy month in February and although she will try to assess some of the survey results, there may not be a complete response until the March meeting. Trustees agreed that this is reasonable.
9. **Acceptance of November-December 2021 Financial Report:**
  - The annual donation by George Coleman has been received for 2021.
  - See the CEO report for additional clarification about the Nov./Dec. Financial report.  
*Nancy Caron moved to accept the Nov./Dec. 2021 Financial Report. Marion Burton seconded. Carried*
10. **Acceptance of the Chief Executive Officer Report:**
  - The recent flood at the Stewart Hall Branch caused damage to library contents. The costs include the cost of cleanup, which is not yet finalized. The municipal insurance will not cover it due to a costly deductible

on the policy. The CEO has not yet sent these costs to the municipality as she is waiting for the clean-up bill. How much of the cost the municipality will pay is not known.

- Due to mould issues (see report), CEO Carolanne Nadeau requested that the Board approve the purchase of an air purifier for Stewart Hall. Prices range from \$300 - \$700.
- Discussion ensued about the need for content insurance in all branches and air purifiers:- Is there a possibility to approach the township about purchasing air purifiers for all three (3) branches? We would pay for one (1) and they would pay for two (2). –for additional information, could Mark Allen, Council Rep., look into the water system at Stewart Hall as flooding has happened in past? Is this a municipal system management or a library responsibility? – Should all Branches have content insurance? -at this point, it is believed that although the municipality owns the buildings and the library is a tenant the agreements are informal. Would a more formal agreement necessarily be an advantage or disadvantage? Are we considered a tenant? The auditor's report indicated that occupancy costs are considered revenue (Secretary's note: Oct. 25/21 minutes re: auditor's report: Item 7 (4<sup>th</sup> bullet): Page 30, EXPENSES: **Occupancy costs: clarification-the municipality pays some expenses directly, but these must be shown as revenue. It comes to a net zero.**
- What are the ongoing costs for filters for an air purifier? Does the cost of purifier make a difference?

**Val Crowley moved that CEO, Carolanne Nadeau investigate and purchase a Hepa Filter air purifier to the value of \$500.00 before tax. Ann Cathcart- Andrews seconded. Carried.**

- The Library CEO will talk with Heather Scott (OSM Clerk/Deputy CAO) and Mike Nelson (OSM Recreation, Parks and Facilities Manager) about the Stewart Hall water issues.
- As we were discussing content insurance at this point, Ann Cathcart-Andrews who has been trying to determine the liability insurance existing for the Trustees reported that Robin McLean from BFL insurance has not yet contacted her regarding her questions.
- The CEO noted that the protocol for re-opening of the Branches (after the COVID lockdown) is basically the same as earlier protocols.
- The Friends of the Library Christmas Raffle raised approximately \$569.00.
- The 'Circuit Machine' in the report is actually a 'Cricut machine'.
- A question was raised about difference in cost for Fibre network in the Branches. In the report, it is noted that Fibre network is available for the Keene branch. In talks with Nexicom, our CEO has found out that this is not planned for the Stewart Hall area and will not likely be accessible in 2022 in the Bailieboro area.

**Nancy Caron moved to accept the Chief Executive Officer Report. Ann Cathcart-Andrews seconded. Carried.**

### **Acceptance of the 2021 Annual Report**

- The CEO was thanked for the informative Annual report. The format makes it easy to read and shows good use of the library.
- A proposal was made that Mark Allen might present the report at the next Municipal Council meeting.
- Mark explained the process to do this and suggested that the library CEO send the report to the Council Clerk. It can then be put on the agenda and sent out in the meeting package.

**11. Business Arising from the Minutes:**

- **a) Board Liability Insurance:** see comments under Item 10. A request for a Zoom or 'in-person' presentation by the Insurance Representative is requested.
- **b) Electronic thank you – Stewart Hall Survey –** At the December meeting a request was made to place a thank you on the OSM Library website and to individual e-mail addresses for responding to the Stewart Hall Library survey. ***Thank you to Jayce Manley for ensuring the 'thank you' was posted and sent.***

12. **Strategic Plan Update:** The CEO is working on the technology report. The FibreOptics network has been installed at the Keene Branch. The speed of this network will be better for the upcoming March Break Minecraft camp.

**13. New Business:**

- a) **Motion to approve the purchase of Air Purifier for the Stewart Hall Branch (see CEO report)**
- b) **Legacy Planning:** Elaine Trotter received Legacy Planning information at a seminar. She will e-mail it to all Trustees.

**14. Board Management Activities & Development**

- a) **Board-CEO Partnership Governance Policy:**
- b) **Workplace Harassment Violence and Discrimination Policy**
- c) **Review of Bylaws**

- Ann Cathcart-Andrews has been gathering 'feedback' from the Trustees to revise the above policies. As Trustees have the opportunity to 'electronically discuss' the policies, there should not be a need for long discussion about them at the meetings. This should assist the Board in reviewing more policies.
- She will send out two more policies for the trustees to review.
- CEO, Carolanne Nadeau has forwarded a copy of a Code of Conduct adopted by another library for the Trustees to consider.
- Ann has asked all trustees to try to get their comments/questions back to her by the date specified in her e-mail, so that she has time to make any changes and send the proposed policy to trustees.

**15. Adjournment:**

***At 6:00, Elaine Trotter moved that the meeting be adjourned. Mark Allen seconded. Carried.***

***Next Meeting: February 28, 2022  
Keene Public Library***