

Otonabee-South Monaghan Public Library Board Meeting Minutes
Wednesday, June 16, 2021, 8:30-10:30 a.m.
Via Zoom

Present: Val Crowley, Ann Cathcart-Andrews, Nancy Caron, Elaine Trotter, Carolanne Nadeau, Mark Allen
Absent due to computer issue: Heather Zischler

1. **Call to Order** at 8:33 a.m. by Chair, Val Crowley
2. **Acceptance of Agenda:**
Elaine Trotter moved; Mark Allen seconded that the agenda be accepted. Carried.
3. **Declaration of Conflict of Interest:** None
4. **Acceptance of May 18, 2021 minutes:** *Elaine Trotter moved; Nancy Caron seconded that the May 2021 minutes be accepted. Carried.*
5. **Delegations and Petitions:** None
6. **Correspondence:** None
7. **Health and Safety:** See the Health and Safety note in the CEO report.
8. **Standing items:**
 - a) **Hiawatha First Nation Formal partnership –**
 - Carolanne Nadeau reported that Peggy Malcolm (OLS contact) says that relationship with Hiawatha should be between the Library Board and the band, not the municipality and the band. Peggy sent relevant documents which Carolanne will forward to the Board members. The relationship will be seen as the same as the reciprocal agreement between libraries (presently we have a reciprocal agreement with Cavan Monaghan).
 - As an aside to this item, Carolanne Nadeau discovered that due to the reciprocal agreement, Ann Cathcart-Andrews (resides in Cavan Monaghan township) may remain on the Board upon her retirement from employment in Otonabee South Monaghan.
 - Mark Allen, our municipal representative on the Board, noted that some Hiawatha residents presently use the library services. He would like to formalize an agreement with Hiawatha. He will pass the newly presented information to the council and will pursue the matter with the Mayor.
 - There was some discussion about the fairness of reciprocal agreements between municipalities. The OSM library CEO will contact the Cavan Monaghan CEO regarding this.
 - During our discussions, it was mentioned that Amanda Eagleson (OSM Library employee) knows children who live in the small subdivision on the Cavan side of Bailieboro. She would like to do a 'walk about' with Elaine Trotter to advertise the presence of the Bailieboro branch which they could walk to and use, due to the reciprocal agreement. The Board agreed that this was a good idea.

- There will be a story walk in Keene sponsored by the TD summer reading program. As Keene is relatively small, it was suggested that the story walk be in Keene for one (1) month and an offer made to set it up in Hiawatha as an opportunity to have a presence in the community. There was some discussion about having a culturally appropriate book offered. The present story offered is from the TD story time kit and has copyright permission, so at this point could be the only one used. The library staff also has to look at the difficulty in setting up the 'book walk'. A request was made that if this activity was portable, it be placed at different locations in our municipality, so the library could reach out to more residents.

b) Survey-from Stewart Hall walk about, online, and branches update—Elaine Trotter and Nancy Caron hope to get together in the next couple of months to review the survey and arrange for it to go online. Elaine noted that the online responses in the CEO reports were very positive.

c) Stewart Hall Branch Committee –

- Elaine Trotter asked whether there is the possibility of government funding to the municipality to permit community improvements to happen. She had some information from the Millbrook Times regarding grants. She will send the information to Mark Allen, as it is relevant to the lack of accessibility we have been discussing for several years. She noted that many years ago the Building Inspector and the Mayor from the 'then' township council came to a library board meeting to discuss accessibility in the Stewart Hall branch. The Board members were told the accessibility need at Stewart Hall would be noted by the Building Department for later consideration by the municipality.
- It was discussed that grant writing is onerous. There are many grants and lots of criteria, but it would be a worthwhile initiative to explore. The municipality would need to apply because they own the building.
- From another perspective, Elaine Trotter noted that this would be a 'green' initiative, due to the number of people who could walk to the library in Stewart Hall rather than taking vehicles to go to other branches if Stewart Hall were closed.

9. Acceptance of May 2021 Financial Report:

- The results of the audit were not available at this time. It was noted that we have over \$8,000 in reserves. Projected transfers would leave us an estimated \$1,000. The book fund will likely be spent.
- Please refer to the CEO report for further explanation of the Financial Report.

Elaine Trotter moved; Val Crowley seconded that the May 2021 Financial Report be accepted. Carried

10. Acceptance of the Chief Executive Officer Report:

- The library electronic newsletter to patrons was a very good idea. It was suggested that posting a print copy in the library would also be a beneficial idea.
- Board members noted that the 'e-mailed' comments about the library were very positive.

Elaine Trotter moved; Ann Cathcart-Andrews 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 has not had contact with Karen Shaughnessy, but will try to get more information during the summer and will send any information to the Board members.

12. Board Management Activities & Development

a) Recruitment of Board members:

- There was discussion about methods of recruiting new members :
 - ‘discover’ individuals interested in the library and the well being of the community
 - this is an interim position
 - keen interest in Library Services and helping move these forward
 - where and how will the ad be advertised
 - chance to ‘try out’ a short term position
 - here are some things the position involves (i.e. nature of position)
- Candidate could begin in September if the advertising is next month and the application deadline in July.
- Need to ensure we know applicant’s availability to attend morning or evening meetings.
- Who makes up the Job Description –suggested that we go through the trustee job description and condense
- A committee will pull together the information and then make the information available.
- There is an urgency to get the job description advertised as it has been vacant for a year and a half.

‘Elaine Trotter moved that a committee be struck to review the Library Board Trustee position description and generate an updated document.’ Val Crowley Seconded. Carried.

- A committee to review a job description was struck. Members – Mark Allen, Ann Cathcart-Andrews, Nancy Caron
- The Library CEO will set up a Zoom meeting time for 8:30, June 23 for the job description committee.
- The municipality will advertise the job posting (Peterborough This Week, Examiner, ? Millbrook Times?).
- The OSM Library will advertise the job posting on its social media sites.
- Applicants will be directed to look at the OSM Library website or contact the Library (for e-mail or pick up) for a more detailed job description.

13. New Business: None

14. **Adjournment:** Ann Cathcart-Andrews moved that the meeting be adjourned at 9:45.

Next meeting – Wednesday, Sept. 15, 2021.

Time to be determined. Zoom or in-person meeting to be determined.