

Otonabee-South Monaghan Public Library Board Meeting Minutes

Monday, March 29, 2022,

4:45 to 6:30 a.m.

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

Virtual: Heather Zischler

1. **Call to Order:** Chair, Val Crowley called the meeting to order at 4:45
2. **Robin McCleave from BFL Canada:** Robin McCleave (BFL Canada-OSM Township Insurance rep.), via Zoom, provided an overview of earlier queries by Board members and answered questions/discussion that arose in this session. The following is a brief overview.
 - Insurance for the library is provided through the municipal general liability policy. i.e. personal injury, property damage
 - Errors and omissions liability insurance covers board members acting in their library oversight roles (Trustees were not given an amount of the coverage)
 - Cyber liability insurance covers any breach of information
 - Are outdoor activities covered? If the activities are part of library programming, then they are covered.
 - Contents of library – some libraries have a separate policy. Possibility of looking at separate policy for contents.
 - CEO asked for clarification about insurance on contents. The contents of the branches are not a separate policy (i.e. municipal policy insures building and contents).
 - Recent water damage of building and contents at Stewart Hall Branch Library was not covered by insurance as deductible was \$100 000.00. The deductible amount of contents and replacement costs for each branch can be clarified by the township. If in Flood Zone the deductible could be higher. This time the township covered the damage to the contents.
 - Could go to Heather Scott, municipal clerk, and ask about lower deductibility. If in Flood Zone would be hard to get a lower deductible. It is normal to have a \$10 000.00 to \$25 000.00 deductible in non-Flood Zones.
 - Does insurance cover contractor and work? No. The contractors should have their own insurance. Should ensure all contractors have personal insurance.
 - Need to work with the township for a lower deductible.
 - ‘Property’ is the primary focus for the township. Is it necessary to make a budgeting request of maintaining a reserve for uninsured loss? If the township continues to pay for any losses below deductible then this is not necessary. If the township is ‘self-insuring’ content losses we need to know how they will cover our losses.
 - Possibility of a ‘rider’ for content losses attached to property? Cost? Feasibility?
 - If a separate content policy is needed, could the township pay?
 - It was noted that the recent water damage and clean-up needed oversight from the CEO, taking away time for her regular duties.

Chair, Val Crowley thanked the BFL Insurance Rep for taking time to discuss the insurance coverage with the Trustees.

Discussion continued regarding how to go forward.

- Township staff needs to know that the library CEO must be involved ASAP when library contents are damaged.
- Health and Safety issues – i.e. mould?
- Is the library under OSM township complete insurance program and will they self-insure anything not covered?
- May we have a copy of the error and omissions portion of the policy?
- Content value vs. replacement value?

It was decided that the Board Chair should forward a letter outlining the Board's questions about the content insurance.

3. Acceptance of Agenda:

As there had not been time to complete the final drafts of the Bylaw motions, Ann Cathcart-Andrews requested that Item 15 (c) and (d) be deferred.

With the noted deferred item, Elaine Trotter moved; Ann Cathcart-Andrews seconded that the agenda be accepted. Carried.

4. Declaration of Conflict of Interest: None

5. Acceptance of February 28, 2022 minutes:

- delete Mark Allen, Nancy Caron name from Present as they are listed under Zoom
- Item 7 b) 5th line change Stewart Hall to Bailieboro. i.e." ...there is a roof change at Bailieboro"
- Item 9: Change Marion Burton to "Elaine Trotter seconded."
- Item 10: Change name spelling to "H. Zischler moved..."

With the noted changes, Marion Burton moved to accept the February 28, 2022 minutes. Mark Allen seconded. Carried.

6. Delegations and Petitions: None

7. Correspondence: Marie Down sent a thank you care for the donations in memory of her brother. Nikki Nelson donated the food that the donations were intended to cover. \$250 was donated to Humane Society and Heart and Stroke Foundation in George Down's name. (see CEO report).

8. Health and Safety: The sewer smell referenced in the CEO report raised the question of when septic tanks are pumped at each of the three branches. Mark Allen (Municipal Rep.) will ask Building and Property about the maintenance schedules.

The library CEO expressed her thanks to Mike Nelson and Jeff Young from Parks & Recreation for their quick response, assistance, and follow through. The CEO will send a thank you to the Council recognizing the valued work performed by Mike and Jeff.

See CEO March Report and Additional Items to March 2022 CEO Report for more Health and Safety information.

9. Standing items:

a) Hiawatha First Nation Formal partnership: no update on partnership.

Marion Burton brought an article to the attention of the Trustees. The Truth and Reconciliation Bobcaygeon group organized a Zoom offering of Indigenous courses, led by Indigenous leaders. It is presently offered via the Apsley library. Something similar could provide a first partnership with Hiawatha and prove mutually beneficial.

CEO, C. Nadeau will copy the article and reach out to the Apsley CEO for more information.

b) Survey-Stewart Hall Community: The CEO noted that Stewart Hall no longer has a committee managing it. She informed the Trustees that Lyndon (custodian at Keene and Bailieboro branches) vacuumed the upstairs Hall. She will be mindful of the custodial work needed for the upstairs Hall as the library accesses it more. Story-time at Stewart Hall will be held upstairs. The CEO will see about budgeting for custodial work at Stewart Hall in the 2023 budget. Presently, the library clerks perform regular cleaning duties in the Stewart Hall Branch library.

As the discussion progressed, it was suggested that a formal request be made for the council to explore the possibility of grants for the Stewart Hall Branch library. This could be discussed when the Stewart Hall survey is more fully discussed.

c) Legacy Planning-Elaine Trotter provided Trustees with Public Library Board Legacy Document Template from the Ontario Library Boards' Association.

10. Acceptance of February 2022 Financial Report:

- The CEO noted that a student is to be hired for the summer. She is completing the job description.
- Learning Centre – Program Coordinator, Nora Reynolds will retire at the end of August.

Elaine Trotter moved to accept the February 2022 Financial Report. Marion Burton seconded. Carried

11. Acceptance of the Chief Executive Officer Report:

- Heather Zischler noted that a very successful Minecraft camp was held during March Break. (see CEO report for details). CEO, Carolanne Nadeau gave a 'shout out' to Jayce Manley and Nora Reynolds for their work with the program. It involved much planning to implement the week camp. Two similar camps will occur in the summer at the Keene Branch Library. Parents have already indicated that they are looking forward to it. Eight (8) children will be accepted at each of the 'Mine Craft, STEM' summer camps.
- The Board Chair will send a thank you note to Nora Reynolds and Jayce Manley for their outstanding commitment to the camp program. Thanks, is also expressed to our CEO for mentoring the clerks throughout the program.
- A question was raised about programming in the other Branches. It is recognized that spending time programming for such events is very necessary and the Trustees applaud and appreciate the effort put forth by the CEO and staff. It is also recognized that we need to ensure programs are interwoven through the Branches to offer equal services. The Board can then be proactive with funding to facilitate these needs. Going forward the Trustees suggest that a report is made to the board about various programming needs prior to budget discussion, so we can try to allocate sufficient monies to meet these needs.

Mark Allen moved to accept the Chief Executive Officer Report. Marion Burton seconded. Carried.

12. Business Arising from the Minutes:

- a) see Item 2 -meeting with Robin Cleave regarding liability insurance

13. Strategic Plan Update: Tabled for next meeting

14. New Business: Due to the length of the meeting, nothing was brought forward at this time.

15. Board Management Activities & Development

- a) Formal motion requested by auditors for Board's budgets for 2021 and 2022.

Elaine Trotter moved that the 2021 budget be accepted as presented with a wage increase of 2%.

Seconded by Anne Cathcart-Andrews. Carried.

Elaine Trotter moved that the 2022 budget be accepted as presented with a wage increase of 2%.

Seconded by Anne Cathcart-Andrews. Carried.

- b) Board Bylaws

- c) The Patron Code of Conduct policy - deferred

- d) CEO evaluation and review- deferred

- e) Review Library and Political Elections Policy OP-3 – deferred.

Trustees are requested to electronically send 'edits' to Ann Cathcart-Andrews by April 16.

15. Adjournment:

Elaine Trotter moved that the meeting be adjourned at 6:35 p.m. Mark Allen seconded. Carried.

Next Meeting: May 2, 2022

Location to be determined