

Otonabee-South Monaghan Public Library Board Meeting Minutes
Monday, November 29, 2021,
4:45 to 6:30 a.m. Keene Branch Public Library

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

Virtual: Heather Zischler. **Regrets:** Mark Allen

1. **Call to Order:** Chair, Val Crowley called the meeting to order at 4:44
2. **Acceptance of Agenda:** -requested that the 2022 Draft Budget be included in Item 12, New Business.
Elaine Trotter moved; Marion Burton seconded that the agenda be accepted. Carried.

3. **Declaration of Conflict of Interest:** None

4. **Acceptance of September 29, 2021 minutes:** Due to technical difficulties with the October Zoom meeting, causing a late start; the confusion of Trustees accessing the meeting late; and a shift in agenda items, the September 2021 minutes were discussed, but not moved to be accepted. At the Nov. 29 meeting, *Elaine Trotter moved to accept the September 29th, 2021 minutes. Heather Zischler seconded. Carried.*

Acceptance of October 25, 2021 minutes: It was decided that in the interest of clarity, the 2nd last bullet of Item 9 d) Cavan Millbrook Library Service Contract should be removed. *With that deletion, Ann Cathcart-Andrews moved to accept the October 25th, 2021 minutes. Elaine Trotter 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:** Heather Zischler commended the Stewart Hall committee members on the summary (e-mailed to Trustees) of the returned surveys. The survey results will be revisited in the New Year when the Board has sufficient time for a 'robust' discussion.

- *Elaine Trotter moved and Nancy Caron seconded that the OSM Public Library Board support posting on the OSM Public Library website and social media a thank you to those individuals who participated in the recent Stewart Hall Branch survey. Motion carried.*
- *Nancy Caron moved and Elaine Trotter seconded that the OSM Public Library Board send an electronic thank you to each individual who indicated his/her willingness to participate in a Stewart Hall Library branch community focus group. Motion carried.*

In order to avoid making extra work for library clerks, Nancy Caron offered to send the e-mails; however, access to library e-mail would be required. The CEO assured the Board that Jayce Manley [who had assisted with the survey] could easily post the 'thank-you' and send e-mails. The wordings for the postings: "**Thank**

you for taking the time to complete the recent Stewart Hall Branch library survey. The results are very important for the OSM Public Library Board as it plans for future community initiatives. Additional information will follow in the New Year. Sincerely, OSM Public Library Board Trustees”

“Thank you for taking the time to complete the recent Stewart Hall Branch Library survey. Your willingness to participate in the support of the branch's revitalization is encouraging. In the New Year, following Library Board discussion, further plans will be outlined and you will be contacted. Sincerely, OSM Public Library Board Trustees”

c) Pat Wood Memorial –

- Elaine Trotter brought the note cards featuring the branch library. There are 4 of each design (the three branch libraries) for a total of 12 note cards in each package. Elaine has donated 7 packages to be used by the Library. The Trustees expressed their gratitude to Elaine for her thoughtful donation. Thank you!
- The cost of purchasing additional packages will be talked about in the future.
- The circle stickers for “Pat’s Pick” were shown. The artist, Karen Shaughnessy had discovered that it was difficult to print these using the circular form, but persevered. The artist has given the library permission to freely use the template to reproduce the stickers when needed, but we may decide to reproduce using squares. Once the original 80 stickers are used, we will revisit this. Elaine did not have an official receipt at this time but informed the Board that the cost was around \$50.00.

d) Cavan Millbrook Library Service Contract- Chair, Val Crowley suggested that we ‘let the contract go’ at this time. It had not been formally accepted by the OSM Public Library Board; there are some questions about it; and we don’t foresee it being settled in a timely manner. The trustees agreed at this time we should not focus on a Service Contract with Cavan Millbrook Library. OSM Public Library CEO will contact the Cavan Millbrook Library CEO to rescind the proposed contract.

9. Acceptance of October 25, 2021 Financial Report:

- Line 2125, Deferred Funds: These are monies from previous grants

2022 Draft Budget - as discussion during the Financial Report began to be about the 2022 budget, the Board members decided to address it here rather than under New Business.

- Line 1803-Security: shows the \$1,762 to purchase the Panic Buttons for Library Branches in 2021. As there are no security costs foreseen, there is no budget in this area for 2022.
- Donations/Fundraising show much lower income for 2022. Due to the pandemic restrictions the traditional sources for donations and fundraising (Library Thrift shops, Friends of the Library, Lions...) have had to decrease the amounts provided for the library.
- A suggestion has been made that a Facebook Marketplace be setup for Two Small Rooms and the Boutique. They could use the Library PayPal for payments. Jayce Manley could assist with this endeavour.
- Line 03, Development Charges Income - \$8,000 in 2022 versa \$6,000 in 2021. As the Municipal Development fund has \$43,000, it was thought to be reasonable to ask for an additional \$2000.00 to help offset some of the Library’s lost income.
- Book purchasing costs are going up, resulting in higher costs for the Library.
- Elaine Trotter provided some information resulting from work she had seen in Bailieboro. Nexicom is laying lines to provide Fibre-Optic internet in that area. She wondered if this will increase the speed at

the Bailieboro library and at what cost? The CEO informed us that the library does get money back for the connectivity grant, but there is no guarantee that we will get it for 2021.

- CEO, Caroline Nadeau has presented the OSM Public Library Draft Budget to the municipality.

Elaine Trotter moved that the 2022 Draft Budget be approved as presented. Marion Burton seconded. Carried.

It was noted that as the municipal staff are now unionized and will receive a 2% wage increase as per their collective agreement, municipal acceptance of the library staff wage increases may be more positive. The Library Board is aware that municipal staff have a 4-year collective agreement. The Trustees anticipate similar wage increases for library staff. Mark Allen, municipal representative will be asked to present this to the municipal council.

Nancy Caron moved to accept the October 2021 Financial Report. Heather Zischler seconded. Carried

10. Acceptance of the October 25, 2021 Chief Executive Officer Report: This item had been deferred at the last meeting due to the late start.

Ann Cathcart-Andrews moved to accept the October 25, 2021, Chief Executive Officer Report. Nancy Caron seconded. Carried.

Acceptance of the November 29, 2021 Chief Executive Officer Report:

- It was noted that although the Domestic Incident was handled well and ended positively, we need to ensure in our Health and Safety plan that this type of incidence is addressed. Staff may need to receive the necessary training to safely respond.
- Elaine Trotter noted that due to opening the Bailieboro Branch for access for an OLS webinar for Elaine, a Bailieboro branch clerk had arrived two hours early. Due to use of the library as a polling station on a rainy day, the floors were very dirty. The staff member stayed for the two hours and cleaned the floors so that the library would be presentable for its opening hours. Elaine wondered if the staff member would be paid for her time (outside of her regular working hours). The CEO replied that she had not known about this and staff should let her know if a branch is opened outside of regular hours. As this is an Operations concern, she will investigate the matter

Elaine Trotter moved to accept the Nov. 2021 CEO Report. Ann Cathcart-Andrews seconded. Carried.

11. Business Arising from the Minutes:

a) Board Liability Insurance: Ann Cathcart-Andrews has investigated the surety of liability insurance for each OSM Public Library Trustee. The answer was yes, but details were vague.

- ***Ann Cathcart-Andrews moved to ask Robin McLean, from BFL insurance, to come and speak about our liability insurance. Colleen Bolin seconded. Carried.***
- It is suggested that we hear what Robin shares and then Mark Allen may approach the municipality if needed. Ann will try to schedule a Zoom meeting with Robin for our Jan./Feb. meeting. We can listen to the information and ask for clarity about any questions.
- A thank you was extended to Ann for investigating the question of Trustee liability insurance.

12. Strategic Plan Update: tabled till January 2022

13. New Business:

a) **2022 Draft Budget:** see Item 9.

14. Board Management Activities & Development

a) **Board-CEO Partnership Governance Policy:**

- The Trustees have been using a Trillium Library template to help develop this policy. Ann Cathcart-Andrews informed us that this template has been given the name of a fictional library, but was prepared by OLS to provide a guide in creating individual library governance policies.

b) **Workplace Harassment Violence and Discrimination Policy**

- Ann Cathcart-Andrews has volunteered to prepare these policies based on feedback from the Trustees. She has requested feedback (e-mail) by Sat., Dec. 4th 2021.
- Priority for completion will first be given to Workplace Harassment & Violence which must be reviewed every year. The Governance Policy will receive 2nd priority.

15. Adjournment: The Board Chair and the CEO will check the municipal council meeting dates in January in order to avoid a meeting time conflict for our council representative. An e-mail will be forwarded with the tentative meeting date and whether it will be Zoom or virtual. It was noted that we must ensure Zoom meetings are open to the Public.

At 6:24, Marion Burton moved that the meeting be adjourned. Heather Zischler seconded. Carried.