

**Otonabee-South Monaghan Public Library Board Meeting Minutes**  
**Monday, February 28th, 2022**  
**4:45 to 6:30 p.m.**

**Present:** Val Crowley, Ann Cathcart-Andrews, Colleen Bolin, Elaine Trotter, Marion Burton, Mark Allen, Nancy Caron, Carolanne Nadeau (CEO) in person  
Nancy Caron, Mark Allen and Heather Zischler via Zoom

1. **Call to Order:** Chair, Val Crowley called the meeting to order at 4:48
2. **Acceptance of Agenda:** Request to add Health and Safety to Acceptance of Financial Report  
*With the noted addition, E. Trotter moved; H. Zischler seconded that the agenda be accepted. Carried.*
3. **Declaration of Conflict of Interest:** None
4. **Acceptance of Jan 31, 2022 minutes:**  
It was noted that a point was made regarding the Annual Report that Interlibrary Loans were included both in their own line and also in the Items Circulated.  
*With the noted changes, A. Cathcart-Andrews moved to accept the Jan 31, 2022. E. Trotter seconded. Carried.*
5. **Delegations and Petitions:** None
6. **Correspondence:** None
7. **Health and Safety:** see the CEO's report.  
The CEO commended staff and volunteers for keeping their diligence during maintaining COVID guidelines.
8. **Standing items:**
  - a) **Hiawatha First Nation Formal partnership-** no update
  - b) **Survey-Stewart Hall Community**  
The CEO did not have a fulsome report on the survey but did note that she is considering changing the Saturday open hours at Stewart Hall from 11-2:30. The total number of hours will not change or change by ½ hour.  
In the future, the CEO is considering changing the Saturday hours at the Baileboro Branch. E. Trotter noted that if there is a roof change at Stewart Hall, the roof of the porch needs to be designed to prevent snow falling off the roof onto patrons. This has become more evident during this snowy winter.

**9. Acceptance of January 2022 Financial Report:**

The CEO noted that there is a budget line for Health and Safety.

It was suggested that the KN95 mask purchase be moved to this line instead of Staff Development.

The CEO reported that the Zoom subscription costs approximately \$20 per month. It was felt that we needed to keep the Zoom subscription especially since it could be used for programming but that efforts should be made to find a better price.

Quick Books subscription will increase to possibly \$70 per month.

***With changes, M. Burton moved to accept the Jan 2022 Financial Report. Marion Burton seconded. Carried***

**10. Acceptance of the Chief Executive Officer Report:**

Further to the CEO report, Michael Nelson at OSM is looking into a further two air purifiers.

E. Trotter noted that items attributed to line 2140 should be moved to the appropriate budget lines.

In addition to the volunteers booked for the March Break program, there are 7 registrants and 8 spaces.

The CEO reported that the Crayola donation will be helpful for an upcoming Cricket craft.

The CEO reported on a further note from a client thanking the library for a recent craft.

It was noted that the word 'passed' in the CEO's report should be 'past'.

The CEO noted that the Township is covering approximately \$2900 of the costs for the Stewart Hall flood. Not all of the items were replaced but two bookshelves needed to be purchased. This cost is coming from OSM coffers, not insurance. It does not include cleanup.

The CEO noted that custodial work at Stewart Hall is done by staff.

***H. Zischlet moved to accept the Chief Executive Officer Report. N. Caron seconded. Carried.***

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

• **a) Board Liability Insurance**

A. Cathcart-Andrews has approached our insurance contact and she is willing to speak to us as a group.

The choices are via Zoom at our meeting on March 28<sup>th</sup> or in person on March 15<sup>th</sup>. It was decided to have this discussion via Zoom for ½ hour at the beginning of the March 28<sup>th</sup> meeting. The CEO will set this up.

**12. Strategic Plan Update:**

The CEO has purchased a new TV that will go on a stand.

E. Trotter questioned if programming will happen at all Branches. The plan is in place to start Storytime again at Stewart Hall and Keene.

The CEO reported on upcoming staffing changes in August.

**13. New Business:**

**14. Board Management Activities & Development**

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

Board members have had a chance to review and changes suggested have been made and distributed.

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

It was felt that these policies should be separate.

In the section “How to Report a Situation”, point 5 should read Chairperson not Chair in an attempt to standardize the language in all documents.

It was noted that this point covers the CEO as either the ‘perpetrator’ or the ‘victim’.

Changes also have to be made to the supporting documents noted in these policies. The Occupational Health and Safety Act prescribes that these documents be in place. A. Cathcart-Andrews and the CEO will work on making sure that these are done.

***With the changes noted, it was moved by A. Cathcart-Andrews and seconded by V. Crowley that the Board-CEO Partnership Governance Policy and the Workplace Harassment Violence and Discrimination Policies be passed. Carried.***

The Patron Code of Conduct is the next policy for discussion. Board members are asked to send their comments on it and the By-Laws to A. Cathcart-Andrews by March 7<sup>th</sup>.

N. Caron noted that the Board is appreciative to A. Cathcart-Andrews for the work that she has done on these policy updates.

**c) Review of Bylaws**

Board members have been asked to review these. There were discrepancies in the term for Chairperson and Vice Chairperson. It was agreed that these terms should be two years with the possibility to extend it for a further two years.

The number of Board meetings needs to be changed to a minimum of 7 instead of 10.

There was a discussion on the annual evaluation of the CEO. This has not happened for a few years due to the unique situation of Covid. The Board felt that this should be left in and that the process for this should be explored at the March meeting.

**15. Adjournment:**

***At 6:15p.m., E. Trotter moved that the meeting be adjourned.***

***Next meeting is March 28<sup>th</sup> at 4:445 at the Keene Public Library***