

**Otonabee-South Monaghan Public Library Board Meeting Minutes**  
**Wednesday, September 29, 2021,**  
**8:30-10:00 a.m. via Zoom**

**Present:** Val Crowley, Ann Cathcart-Andrews, Nancy Caron, Elaine Trotter, Carolanne Nadeau, Heather Zischler

**Regrets:** Mark Allen

**Call to Order** at 8:33 a.m. by Chair, Val Crowley

**Acceptance of Agenda:** Added to New Business: a) Board Liability Insurance; b) Audit; c) Bailieboro update. ***With the noted additions, Nancy Caron moved; Elaine Trotter seconded that the agenda be accepted. Carried.***

**Declaration of Conflict of Interest:** None

**Acceptance of June 16, 2021 minutes:**

- Item 8 a), first bullet –A question about the reciprocal agreement arose. CEO, Carolanne Nadeau, answered that the agreement between OSM and Cavan Monaghan has not been formalized, but a contract has been formulated. She will e-mail a copy of this to the Trustees for comments and questions.
- Item 8a), bullet five-A request was made to clarify this item with an additional sentence: ***“This decision is an operational matter and therefore would need CEO approval.”***
- Item 8c), first bullet-Elaine Trotter wished to inform the Board that she had misplaced the article in question, so could not send the information to Mark Allen. She has recently rediscovered the article and will forward.
- Item 9, first bullet-It was noted that it is now September and we will be working on the budget for 2022, but we have not seen the last Audit report. The CEO will contact the Auditors.

***With the noted clarifications and additions, Val Crowley moved; Nancy Caron seconded that the June 2021 minutes be accepted. Carried.***

**5. Delegations and Petitions:** None

**6. Correspondence:** None

**7. Health and Safety:** See CEO report.

**8. Standing items:**

**a) Hiawatha First Nation Formal partnership-** There is nothing new to report. The CEO noted that after the contract for reciprocal services has been finalized with Cavan Monaghan; a similar contract can be drafted for a Hiawatha/OSM Libraries agreement. She is looking at a time frame of January/February 2022.

**b) Survey-Stewart Hall Community**

- Elaine Trotter and Nancy Caron met with Carolanne Nadeau and Jayce Manley to cooperatively edit the draft survey (sent via e-mail to Trustees) and ensure it would be Social Media, as well as print copy, friendly. It is available on our Website and through OSM Library Facebook and Instagram pages and in print at the Stewart Hall Branch. The due date for submission is October 30. The CEO noted that there have already been 23 surveys completed. Our CEO will print off @ 200 copies for Nancy and Elaine to deliver to the Stewart Hall community and vicinity. The Stewart Hall 'official' OSM Library stamp (for books) will be used to stamp the print copies to draw attention to the purpose. Heather Zischler and Val Crowley offered to deliver surveys to some homes on their lines, which might access the Stewart Hall Branch. Thank you. Can the survey be posted on the sign at Stewart Hall? The Stewart Hall Committee extended a thank you to CEO, Carolanne Nadeau and Clerk, Jayce Manley for their assistance with the survey.
- Carolanne Nadeau informed the trustees that she and staff members, Nora Reynolds/Jayce Manley are designing a survey to go out to all OSM residents regarding library services and needs. They have not yet decided how this will be delivered. (Social Media and inclusion in the tax bills?)
- Stemming from this conversation, the CEO was commended on the excellent library newsletter.

**c) Stewart Hall Branch Committee**

- The committee will need to meet after October 30<sup>th</sup> to collate and review the information from the surveys. It was suggested that at a later meeting, with OSM Council representative, Mark Allen present, the trustees discuss the commitment by the municipality to Stewart Hall, especially in light of the recent flood. This meeting is projected to be at a significantly later date.

**9. Acceptance of May 2021 Financial Report:**

- Are the Collection and Inter-Library loan expense over budget (33,450)? The CEO explained that many funds are fluid, so that monies can be moved (CEO's discretion) within the Library Collection Costs to where the dollars for the collection are going i.e. Part of the collective whole.
- May have to ask to bring some of the Collection Reserves forward, but not at this point.

***Elaine Trotter moved; Ann Cathcart-Andrews seconded that the June, July, August 2021 Financial Report be accepted. Carried***

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

- The CEO noted, in addition to her Health and Safety comments, the install of the updated security panel has no completion date at this time.
- Question were raised regarding library facilities being more open to public. Given that 10-12 members can meet (e.g. book club) and the Bailieboro Branch was used for the recent Federal Election, when can clients make use of chairs/tables, etc.? Response: The library is still encouraging pick a book after browsing and leave. The Book Club occurs when the library is closed to the public, so the small group can meet and spread out to observe social distancing. The tables and chairs can be put back, but long stays are not yet encouraged. The CEO is following the provincial guidelines.
- The CEO was commended for picking up Circulation duties while a staff member is on sick leave; however it was discussed as to whether this makes her workload too onerous. It was suggested that

at a further meeting a discussion of the CEO's workload and covering off of responsibilities be initiated.

**Heather Zischler moved; Nancy Caron seconded that the Chief Executive Officer's report be accepted. Carried**

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

**a) Pat Wood Memorial-**Elaine Trotter has tried to contact Karen Shaughnessy, but has no update at this time. Karen owns the copyright for the picture that we wish use for the labels for 'Pat's Pick' and 'Pat's Corner'.

**12. Board Management Activities & Development**

**a) CEO Mandate Policy**

- The library CEO referred Ann Cathcart-Andrews to Peggy Malcolm regarding some questions raised by Ann about this policy. Due to circumstances, the questions had not yet been answered. Ann will share the answers when Peggy replies.
- Elaine Trotter noted that we have three (3) meetings left in 2021. We need to consider many items ( e.g. welcome new members, budget, Christmas raffle) for which our meetings will need to be very focused and lengthy. She suggested that discussion for items b) and c) would also be lengthy. ***'Elaine Trotter moved to defer the three topics, Item 12 a) b) c), as listed in the September 29 agenda until the January Board meeting (date to be established), in order that Board members can adequately prepare for a robust discussion of each item. '***

Nancy Caron seconded.

A recorded vote was requested. Yes: Elaine, Nancy No: Heather, Ann, Val

Motion not carried.

- Discussion followed: *"Workplace Harassment & Discrimination and Health & Safety and Workplace Violence Policies have been combined to create a large document. More time is needed to properly understand how the separate policies combine to one. Answers to questions regarding the CEO Mandate Policy have not been answered."* ***'Val Crowley moved to defer the three topics, Item 12 a) b) c), as listed in the September 29 agenda until the October Board meeting for review.'***

Heather Zischler seconded. Carried.

- If received before the next meeting, the answers to questions Ann Cathcart-Andrews had for Peggy Malcolm will be e-mailed to the Trustees.

**b) Workplace Harassment, Violence and Discrimination Policy-deferred**

**c) Board Succession:** After the Library Board's recent round of interviews to fill a vacant position on the Board, a recommendation has been given to the Municipal Council for two (2) of the candidates (the 3<sup>rd</sup> candidate is no longer available). Val Crowley will contact the new candidates prior to the next meeting and provide a brief calendar. Val thanked Janet Dang for applying . Board members hoped that we will continue to be in contact and reach out to encourage her to become more involved in the library (committees, new Board), as she would bring knowledge of the needs of the north end of the municipality.

**13. New Business:**

**a) Board Liability Insurance:**

- ***'Ann Cathcart-Andrews motioned that the Board give her permission to contact Heather Scott at the municipal office to request written confirmation of the Library Board Directors' liability insurance.'***  
Heather Zischler seconded. Carried.

Our CEO noted that she had had a copy ascertaining the Directors' insurance received many years previously.

**b) Audit:**

- The audit had not been available for the June meeting, so the Trustees could not review it. A request was made that we receive copies prior to the October Board meeting, so that we can have time to review and digest the information. This is essential before the upcoming 2022 budget discussions.
- The CEO has not received a copy of the Official Audit, but will contact the auditors to fulfill the above request. She will request a short zoom meeting to review and answer questions about the audit.

**c) Bailieboro Update:**

- It was reported that the Bailieboro branch roof was leaking and the Township had not responded. This caused some concern regarding people entering the Boutique.
- The CEO had not been aware of this issue. She will contact the Township.
- Is the Township planning to do anything about the annual build up of ice on the sidewalk in winter?
- The Bailieboro Branch was used for the Federal election. Elaine Trotter was in the library for a webinar on the Tuesday morning following. The floors were very dirty. Staff member, Amanda Eagleson, took two (2) hours to clean the floors so they would not be dirty for the regular opening hours. Elaine commended her for doing this extra duty, and caring that a pleasing, clean library welcomed patrons.
- Elaine Trotter commended staff members Rita Saler and Amanda Eagleson, under the direction of the CEO, for putting together a small book sale on the day of the Election. Over \$100.00 was raised.

**14. Adjournment:** Board meeting times were discussed. Due to employment commitments, an 8:30 meeting time is not feasible for our OSM Council Representative. A 4:30 meeting time is difficult for a couple Board members due to family commitments. Various options were discussed. Meeting on Mondays at 4:30 was considered possible. The OSM Council meets the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of the month, so our Council Representative Board member would have a conflict. A decision was made to try scheduling meetings for the 4<sup>th</sup> Monday of the month. Mark Allen will be consulted to see if this is feasible for him. The next meeting, likely over Zoom, is tentatively scheduled for Monday, October 25, 2021 at 4:30 p.m. **(Secretary's note: due to work conflicts the meeting time has since been rescheduled to begin at 4:45p.m.)**

Elaine Trotter moved that the meeting be adjourned at 10:26.

**Next meeting – Monday, October 25, 2021 at 4:45 via Zoom**

**\*\*\* Addition to the minutes: Secretary's note: In response to 'Acceptance of June 16/21 minutes – Item 8a) first bullet', the CEO e-mailed the contract to the Trustees. Library Board Chair, Val Crowley, made the following motion by e-mail.**

On September 30, 2021, Val Crowley moved, via email to all Library Trustees, ***" that the Otonabee-South Monaghan Public Library Board approve the adoption of the Library Services Contract between Otonabee-***

***South Monaghan Public Library Board and Cavan Monaghan Public Library Board, effective January 2022.*** Heather Zischler seconded the motion.

Ann Cathcart-Andrews requested the following wording change to clarify the motion:

***“Article 1 b) The parties agree the OSM Public Library members may apply for membership at the Cavan Monaghan Public Library free of charge, and members of Cavan Monaghan Public Library may apply for membership at OSM Public Library free of charge. Proof of address is required to acquire a library card with the reciprocating library.***

***Article 2 - Representation***

***Under Section 10 (1) (c) ( iii) of the Public Library Act, as a person is qualified to be appointed is a resident of the board area of a local service board that has a contract with the board under section 29. With this understanding, a resident of one municipality may apply to become a member of the library board of the reciprocating municipality.”***

After discussion by the Trustees, via e-mail, Val Crowley amended her initial motion, as follows:

***“I move that the Otonabee-South Monaghan Library Board adopt the Library Services Contract with Cavan-Monaghan Public Library Board with the following two amendments. Article 1 (b) will read : The parties agree that OSM Public Library members may apply for membership at the Cavan Monaghan Public Library free of charge, and members of Cavan Monaghan Public Library may apply for membership at OSM Public Library free of charge. Proof of address is required to acquire a library card with the reciprocating municipality.***

***Article 2 (a) will read: Under Section 10 (1) (c) (iii) of the Public Libraries Act, a person is qualified to be appointed as a board member if a resident of the board area of a local service board that has a contract with the board under Section 29. With this understanding, a resident of one municipality may apply to become a member of the library board of the reciprocating municipality. “***

*Heather Zischler seconded. Via e-mail voting, the motion was carried.*