



**Callander Public Library Board  
Meeting Minutes  
November 20, 2024, 6:00pm**

**Location: Callander Public Library, 30 Catherine St. W., Callander, ON**

**In-person:** D. Villard, A. Peden, B. Boland, J. Sawyer, M. Sones

**Regrets:** L. Boudreau, R. Noon

1. Call to order at 6:01pm
2. Declaration of Pecuniary Interest - None
3. Approval of Agenda
  - a. Requests for items to be removed from the Consent Agenda - None
  - b. Approval of the Meeting Agenda

**Motion: 2024-11-38**

That the board approves the agenda.

Moved: A. Peden, Seconded: B. Boland

Approved

4. Presentations/Delegations - None
5. Consent Agenda:
  - a. Adoption of
    - i. October 16th, 2024 Meeting Minutes
  - b. Library Operations Report
    - i. October Operations Reports
  - c. Financial Reports
    - i. October 2024
  - d. Committee Meeting Minutes
    - i. Policy and Planning Committee Minutes November 8<sup>th</sup>, 2024
    - ii. Internal Affairs Committee Minutes November 15<sup>th</sup>, 2024
  - e. Correspondence:
    - i. Letter received on November 3<sup>rd</sup>, 2024. To be discussed in closed session as per the Public Libraries Act R.S.O 1990, c.P.44, section 16.1(4)(b) *personal matters about an identifiable individual.*

**Motion: 2024-11-39**

That the board approves the consent agenda

Moved: J. Sawyer, Seconded: A. Peden

Approved/Defeated

6. Ongoing Business:



- a. Policies
  - For approval:
    - i. GOV-10 Financial Control/Oversight
  - For review:
    - ii. GOV-05 Internal Affairs Committee – Terms of Reference
    - iii. OP-05 Procurement of Goods and Services Policy
    - iv. OP-06 Gift Acceptance Policy

**Motion: 2024-11-40**

That the board approves the following policies with the changes as discussed:

- GOV-10 Financial Control/Oversight
- GOV-05 Internal Affairs Committee – Terms of Reference
- OP-05 Procurement of Goods and Services Policy
- OP-06 Gift Acceptance Policy

Moved: B. Boland, Seconded: A. Peden

Approved

- b. New Callander Public Library Building Fund – no update
- c. CFUW Funds – There were no comments  
*See attached Report: CFUW Funds -Update 1*

7. New Business:

- a. Library Board Reserves – no comments  
*See attached Report: Library Reserve Funds*

**Motion: 2024-11-41**

That the board approves recommended changes to the library’s deferred revenue and accumulated surplus accounts as presented in *Report: Library Reserve Funds, November 20, 2024.*

Moved: J. Sawyer, Seconded: A. Peden

Approved

- b. Library Board Schedule for 2025  
*See attached Report: Library Board Schedule for 2025*  
It was decided to add board meetings on May 21<sup>st</sup>, 2025 and November 19<sup>th</sup>, 2025
- c. Library Holiday Hours 2024  
There was agreement to the recommended holiday hours for 2024
- d. Draft Communications Plan  
*See attached Draft Communications Plan*  
There was agreement that communications is the work of the External Affairs Committee, who will discuss and bring recommendations back to the board.
- e. Update on Council Presentation

D. Villard updated the Board on the presentation of the Library budget to Council.

f. Family Literacy Day

CEO informed the Board that the Library will be partnering with the Events Committee for Family Literacy Day this year and the Battalion will be participating.

g. 2024 Budget Report

*See attached Report: 2024 Budget*

**Motion: 2024-11-42**

That the board directs the CEO to use unused funds from the 2024 budget to purchase two new desks for the front staff area of the library and approves the deferral of spending the remaining 2024 programming funds raised in 2024 to be spent on the Library's Family Literacy Day Celebration on January 25<sup>th</sup>, 2025.

Moved: J. Sawyer, Seconded: B. Boland

Approved

h. Board Member Comments

i. CEO Update

1. Interlibrary Loan Migration – is hold now that Canada Post is on strike

ii. Ad Hoc Building Committee Meeting update by D. Villard

8. Closed Session as per the Public Libraries Act R.S.O 1990, c.P.44, section 16.1(4)(b) to discuss *personal matters about an identifiable individual*.

**Motion: 2024-11-43**

That the board meeting moves to closed session as per the Public Libraries Act R.S.O 1990, c.P.44, section 16.1(4)(b) to discuss *personal matters about an identifiable individual*, at 7:56pm

Moved: J. Sawyer, Seconded: A. Peden

Approved

a. Resignation of J. Davis

*See attached Confidential Report: Resignation of J. Davis*

b. Volunteer Appreciation Event – Recognitions

c. Scheduling of Davis's Performance Appraisal at the end of his probationary period

d. Planning to send Robin and Janessa to the Little Branches Rural Roots Conference in 2025 (Robin to present on teen volunteer program)

e. Planning for Melissa and Robin to attend the OLA Conference

**Motion:2024-11-44**

That the board meeting returns to public session, at 8:21pm

Moved: J. Sawyer, Seconded: B. Boland

Approved



9. Business Arising from Closed Session

**Motion: 2024-11-45**

That the board directs the CEO to notify Council of a board vacancy and request that council fill the vacant board seat.

Moved: J. Sawyer, Seconded: B. Boland

Approved

10. Next regular meeting January 15<sup>th</sup> at 6:00pm

Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
David Villard

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_  
Melissa Sones