

Callander Public Library Board Meeting May 17, 2023 Minutes

Board Members in attendance in-person: David Villard, Jo Sawyer, Leslie Boudreau Barb Boland, John Davis, Alison Peden, and Melissa Sones

Late: Robb Noon arrived at 6:23pm attended virtually

Location: Callander Public Library and Zoom

1. **Call to order:** at 6:00pm
2. **Declaration of pecuniary interest** – none expressed

3. **Approval of Agenda**

Motion: 2023-05-37

That the Board Approves the agenda with the following additions:

- 6.f. Procedures for Board Correspondence
8. Business Arising from In-camera session
9. Next Meeting June 21st, 2023.

Moved: J. Sawyer, Seconded: A. Peden

Approved

4. **Consent Agenda**

- a. Adoption of
 - i. April 19, 2023 Minutes
- b. Library Operations Report
 - i. April Operations Reports
- c. Financial Reports
 - i. April 2023
- d. Committee Meeting Minutes
 - i. Planning and Policy Committee April 24, 2023
- e. Correspondence:
 - i. Letter received on April 24th, 2023. 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: 2023-05-38

That the board approve the consent agenda as presented.

Including:

- a. Adoption of
 - ii. April 19, 2023 Minutes
- b. Library Operations Report
 - iii. April Operations Reports
- c. Financial Reports
 - iv. April 2023
- d. Committee Meeting Minutes

- v. Planning and Policy Committee April 24, 2023
- e. Correspondence:
 - vi. Letter received on April 24th, 2023. 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.*

Moved: A. Peden, Seconded: J. Davis

Approved

5. Ongoing business:

a. Policies

i. In Progress:

1. Accessibility Policy – amended for language and formatting
2. Policy Development Policy – amended for formatting
3. Equity, Diversity and Inclusion Policy – amended for language and formatting
4. Naming Policy: no update

Motion: 2023-05-39

That the Board approves the following policies:

Accessibility Policy as amended

Policy Development Policy as amended

Equity, Diversity and Inclusion Policy as amended

Moved: J. Davis, Seconded: A. Peden

Approved

- b. PHARA partnership PHARA is designing a sign for the wall by the library's washroom and will install it when it is ready.
- c. Strategic Plan: as presented for board approval, the board wishes to acknowledge all the work that staff put in to developing the Strategic Plan.

Motion: 2023-05-40

That the board approves the 2023-2027 Strategic Plan as presented.

Moved: J. Sawyer, Seconded: J. Davis

Approved

- d. Library Service Review: The External Affairs Committee met with Kimberly Silk of Bright Sail Communication, she provided some information on service reviews and how they would go about completing the process. EAC Committee meeting was held at 9:00am this morning and minutes will be part of the next board meeting package. Next steps will be a draft RFP for board approval, and seek information on Trillium funding. The CEO from the North Hastings Public Library participated in a LearnHQ webinar Fundraising Your Library Build, there was valuable information shared. Some discussion was had on the value of a MOU in the building project process.

- e. Application for the Sarah Badgely Literacy Fund for Rural Ontario Children – Phase one application was submitted.

6. New Business:

- a. Blue Sky Group: The summer initiative “Blue Sky Library Adventure: one library at a time” - The Blue Sky Group is developing a summer initiative “Blue Sky Library: on library at a time”, to promote tourism in our region. Participants are encouraged to visit all of the public libraries in the blue sky region to be entered to win prizes, there is a colouring book as well.
 - b. New Library Cards - The Library needs new library cards, CEO to order plan white card with library logo.
 - c. Friends of the Library Group: It is time to consider folding the Friends of the Library Group, due a lack of interest in spearheading the group. The group began as a way of funding the library when there was a budget deficit. They have held book sales, apple pie sales, and many other events. These funds have always been used to support library operations. If the group folds there needs to be a clear plan on how the funds will be used. Suggestion that the funds be used for library outreach at community events, so that the funds benefit the whole community, which was the intent in which the funds were raised. CEO will draft a letter to be sent to the Friends.
 - d. Board Member Comments: none
 - e. Summer Student Positions: CEO reported that the library was able to secure Summer Experience funding from the Ontario Government and have hired a student to start June 5th. There is enough funding left in the budget that we can hire another student to work 25 hours/week to support the summer reading program. Board to write a letter to MP regarding lack of Federal summer job funding in the past two years and effect on the library.
 - f. Procedures for Board Correspondence: There needs to be a clear procedure for handling board correspondence, CEO to develop.
7. In-camera 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(s)* and section 16.1(4)(e) *litigation or potential litigation, including matters before administrative tribunals, affecting the board.*

Motion: 2023-04-41

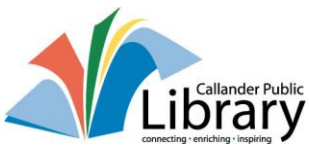
That the board moves in camera to as per the Public Libraries Act R.S.O 1990, c.P.44, section 16.1(4)(b) to discuss *personal matters about an identifiable individual(s)* and section 16.1(4)(e) *litigation or potential litigation, including matters before administrative tribunals, affecting the board.*

Moved: J. Sawyer, Seconded: B. Boland

Approved

Motion: 2023-05-42

That the board returns to the public portion of the meeting at 7:56pm



Moved: A. Peden, Seconded: L. Boudreau
Approved

- 8. Business arising from in-camera session: That the board will review the appropriate policies, in regards to the correspondence received from a volunteer.
- 9. Next Meeting June 21st, 2023

Meeting Adjourned: 7:59 pm

Board Chair: _____ Date: _____
David Villard

Secretary: _____ Date: _____
Melissa Sones