

DRAFT
Callander Public Library Board
January 17, 2024 Minutes

Board Members in attendance in-person: David Villard, John Davis, Jo Sawyer, Melissa Sones
Virtual: Leslie Boudreau, Alison Peden
Regrets: Robb Noon, Barb Boland
Location: Callander Public Library and Zoom

1. **Call to order:** at 6:03pm
2. **Declaration of pecuniary interest** – none expressed
3. **Approval of Agenda**

Motion: 2024-01-01

That the board approve the agenda with the following additions:

- i. 5.f. Marketing Goals and Objectives

Moved: J. Sawyer, Seconded: J. Davis

Approved

4. **Consent Agenda**

- a. Adoption of
 - i. December 6, 2024 Meeting Minutes
- b. Library Operations Report
 - i. January Operations Reports
- c. Financial Reports
 - i. December Financial Report
- d. Committee Meeting Minutes
 - i. Policy and Planning Committee Minutes January 9, 2024
- e. Correspondence:
 - i. None

Motion: 2024-01-02

That the board approves the consent agenda as present with the following exception:

d.i Policy and Planning Committee Minutes January 9, 2024 document was amended for the correct date.

c.i. December Financial Report amended to correct total in budget 2023 revenue

Moved: J. Davis, Seconded: J. Sawyer

Approved

5. **Ongoing business:**

a. Policies

For Approval:

- i. HR: Hiring and Orientation
- ii. Hours of Work and Disconnecting from Work
- iii. Human Resources Management
- iv. Information Services

Policies to Remove and Modify:

- ii. Gift Acceptance Policy number changed to OP-06
- iii. Use of Zoom Communication Services COM-002 be removed

Motion: 2024-01-03:

That the board approves the following policies as presented:

- a. HR: Hiring and Orientation
- b. Hours of Work and Disconnecting from Work
- c. Human Resources Management
- d. Information Services

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

- i. Gift Acceptance Policy number changed to OP-06

That the board approves the removal of the Use of Zoom Communication Services policy from the Callander Public Library's list of policies.

Moved: J. Sawyer, Seconded: J. Davis

Approved

- b. Draft MOU and Lease Agreement with Municipality of Callander: no update
- c. Communication Plan: will be included in the workplan
- d. Report on Service Delivery Review and Workplan 2024: discussion that most of the recommendations were operational with the exception of the first recommendation for the short-term – Continue planning for a new facility, the board agreed that this item should go to the External Affairs Committee for discussion and recommendations for implementation should be brought to the board for approval.
- e. Board Member Survey: M. Sones informed the board that unfortunately, the technology didn't work and many of the board members comments were not received. From discussions with board members, M. Sones will prepare a training session for the March board meeting based on the Year 2 OLS board training. If there is anything else particular that anyone would like covered, please let M. Sones know.
- f. Marketing Goals and Objectives: Discussion that M. Sones will prepare an outline of marketing goals and objectives for this year for the board to review and approve. Two goals were presented: 1. Promote the library collection and services to the community and 2. Promote the idea of the library as a welcoming space.

6. New Business:

- a. Report on Investments: Board agreed to leave reserve funds as they are.
- b. Report on Family Literacy Carnival Event

Motion: 2024-01-04

That the board approves the use of up to \$450.00 from the Friends of the Library Funds to host the Library's upcoming Family Literacy Carnival Event, with the understanding that any funds raised at the book sale at the event will be used to offset the costs of the event.

Moved: J. Sawyer, Seconded: J. Davis

Approved

- c. Board Member Comments:
 - i. D. Villard contacted the board chair from the Lake of Bays Library Board about their library expansion project, their experience is very similar to the Callander Public Library's
 - ii. D. Villard also shared information about a potential partnership with Nipissing First Nation
 - iii. Committee Plans: Policy and Planning and Internal Affairs committees have draft work plans.
 - iv. No new information on the Municipal Ad Hoc Committee meeting.

7. Next Meeting February 21st, 2024 at 6:00pm

8. Meeting Adjourned: 6:51 pm

Board Chair: _____
David Villard

Date: _____

Secretary: _____
Melissa Sones

Date: _____