



Callander Public Library Board
Meeting Minutes - DRAFT
February 21, 2024, 6:00pm

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

Participants may also attend via Zoom

IN Library David, Jo, Melissa

Zoom – Leslie, John, Alison

Regrets - Robb

- 1. Call to order**

- 2. Declaration of Pecuniary Interest**

- 3. Approval of Agenda**

Motion: 2024-02-05

That the Board approved the agenda with the following changes:

Remove item 5.e

Add item 6.b. Board member comments

Moved: J. Sawyer, Seconded: J. Davis

Approved

- 4. Consent Agenda**
 - a. Adoption of
 - i. January 17, 2024 Meeting Minutes
 - b. Library Operations Report
 - i. February Operations Reports
 - c. Financial Reports
 - i. None
 - d. Committee Meeting Minutes
 - i. Policy and Planning Committee Minutes February 7, 2024
 - ii. External Affairs Committee Minutes February 12, 2024
 - e. Correspondence:
 - i. None

Motion: 2024-02-26

That the Board approves the consent agenda as presented

Moved: L. Boudreau, Seconded: A. Peden

Approved

- 5. Ongoing Business:**

- a. Policies for Approval:
 - i. Safety, Security and Emergencies in the Library OP-19
Changes:
 - 5.d change to – people, collections, furniture
 - Related Documents add HR-04, remove Callander Public Library Policy Human Resources Policy (Section 5)
 - ii. Resource Sharing OP-18
Changes:
 - 10. Reserve the right to limit the number of requests by an individual
 - 2. Reserve the right to refuse to lend other materials
 - iii. Programming Policy OP-17 – no changes
 - iv. Compensation, Benefits, Vacation and Leave HR-05
Changes:
 - Salary/Pay Grid 4: use wording from Municipal Policy
 - Reclassification 1: use similar wording as above
 - Benefits: add 4. Employee Health Tax
 - Overtime Pay & Lieu Time 3. Part-time employees do not accrue lieu time
 - v. Accessibility and Staff HR-08
Changes:
 - Job accommodation 3. Individual accommodation plan which meets
 - 4. change doctor to primary care provider.

Motion: 2024-05-07

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

- i. Safety, Security and Emergencies in the Library OP-19
- ii. Resource Sharing OP-18
- iii. Programming Policy OP-17
- iv. Compensation, Benefits, Vacation and Leave HR-05
- v. Accessibility and Staff HR-08

Moved: A. Peden, Seconded: J. Sawyer

Approved

- b. Draft MOU and Lease Agreement with Municipality of Callander – no update
- c. Report: Strategic Plan progress and Workplan 2024 including recommendations from the External Affairs Committee regarding implementation of Service Delivery Review
- d. Marketing Goals and Objectives for Library Operations 2023 – for comment only



6. New Business:

- a. Presentation: Annual Report 2023
- b. Board member comments
 - i. New computers for board members are in and staff are working
 - ii. Door counter is in place, statistics will be included in monthly operation reports moving forward

Meeting adjourned 7:00pm

7. Next regular meeting March 20, 2024 at 6:00pm

Board Chair: _____ Date: _____
David Villard

Secretary: _____ Date: _____
Melissa Sones