



## Callander Public Library Board October 18, 2023 Minutes

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

**Virtual:** Robb Noon

**Regrets:** Jo Sawyer

**Location:** Callander Public Library and Zoom

1. **Call to order:** at 6:01pm
2. **Declaration of pecuniary interest** – none expressed
3. **Approval of Agenda**

**Motion: 2023-10-59**

That the board approve the agenda as amended with the following changes:

- Addition of item 7. In-camera session, per the *Public Libraries Act R.S.O 1990, c.P.44, section 16.1(4)(b) personal matters about an identifiable individual.*

Moved: L. Boudreau, Seconded: A. Peden

Approved

**4. Consent Agenda**

- a. Adoption of
  - i. September 20, 2023 Minutes
- b. Library Operations Report
  - i. September Operations Reports
- c. Financial Reports
  - i. None
- d. Committee Meeting Minutes
  - i. Planning and Policy Committee September 27th, 2023
  - ii. Internal Affairs Committee October 4th, 2023
- e. Correspondence:
  - i. None

**Motion: 2023-10-60**

That the board approves the Consent Agenda as presented.

Moved: B. Boland, Seconded: A. Peden

Approved

**5. Ongoing business:**

- a. Policies
  - i. In Progress: J. Davis reported that to date the board has approved seven new or revised policies to date and repealed six outdated polices. Policies in

progress include a reserve fund, code of conduct, Human Resources, Acknowledgement and Reconciliation, and alignment of the Acknowledgement policy with the newly completed Municipal policy.

- b. Library Service Review: D. Villard reported that at the recent meeting with the consultant, they reviewed the survey results and benchmarking data. An extension was offered to ensure a quality result.
- c. Canada Summer Jobs response from the MP's office: CEO reported that Anthony Rota called the library in August to share his understanding of the Library Board's concerns and asked to share the letter.
- d. Draft MOU and Lease Agreement with Municipality of Callander: Discussion around using more collaborative language, modifying the lease agreement to reflect the non-commercial nature of the relationship and concerns with additional costs of the library takes over the library payroll.
- e. Communication Plan: no update
- f. Marketing Plan: no update
- g. Library Clerk position has been filled by Janessa Thornton.

#### 6. New Business:

- a. Increase to minimum wage in Ontario – minimum wage has increased this month and will impact the student clerk position. This increase was not budgeted for and will have a slight impact on the budget for 2023.
- b. Presentation of the draft budget estimates for approval – CEO presented the draft budget estimates. There are some changes to the budget process this year and the board will need to call a special meeting to approve the budget before the board presents it to Council on November 14<sup>th</sup>.
- c. Report on paying bills online – Policies and procedures need to be altered/developed, CEO to double check cost implications with banking this way.

#### 7. In-camera session:

##### **Motion: 2023-10-61**

That the board moves to an in-camera 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* at 7:27pm.

Moved: A. Peden, Seconded: L. Boudreau

Approved

##### **Motion: 2023-10-62**

That the board returns to the public meeting at 7:48pm.

Moved: B. Boland, Seconded: A. Peden

Approved

#### 8. Business arising from in-camera session:



**Motion: 2023-10-63**

That the board approved additional expenditures incurred due to variances in staffing.

Moved: L. Boudreau, Seconded: B. Boland

Approved

9. Next Meeting November 15th, 2023 at 6:00pm

10. Meeting Adjourned: 7:52 pm

Board Chair: \_\_\_\_\_

David Villard

Date: \_\_\_\_\_

Secretary: \_\_\_\_\_

Melissa Sones

Date: \_\_\_\_\_