

## Callander Public Library Board December 6, 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 6:00pm
2. **Declaration of pecuniary interest** – none expressed
3. **Approval of Agenda**

**Motion: 2023-12-66**

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

- Addition of item 7.l. Purchase of tote bags
- Addition of item 7.m Connectivity Funding
- Addition of item 7.n Municipal Ad Hoc

Moved: A. Peden, Seconded: B. Boland

Approved

4. **Presentation by TCI and Associates of the Library Service Review**

Presentation was completed, the board expressed that they felt that the final report exceeded their expectations.

**Motion: 2023-12-67**

That the board receives the Service Delivery Review completed by TCI Management Consultants and Associates.

Moved; J. Davis, Seconded: A. Peden

5. **Consent Agenda**

- a. Adoption of
  - i. October 18, 2023 Minutes
  - ii. November 8, 2023 Minutes (Special Meeting)
- b. Library Operations Report
  - i. November Operations Reports
- c. Financial Reports
  - i. September Financial Report
  - ii. October Financial Report
- d. Committee Meeting Minutes
  - i. External Affairs Committee November 24, 2023
- e. Correspondence:
  - i. None

**Motion: 2023-12-68**

That the board approves the Consent Agenda as presented.

Moved: L. Boudreau, Seconded: B. Boland

Approved

## 6. Ongoing business:

### a. Policies

#### i. For Approval:

- Code of Conduct (Patron)

#### ii. For Comment:

- Financial Control and Oversight (Online Banking Discussion will impact)
- HR: Hiring and Orientation
- Hours of Work and Disconnecting from Work
- Human Resources Management

Discussion on combining Human Resources sample policies into one larger policy to ensure that all information is in one location for ease of use.

**Motion: 2023-12-69:** That the board approves the following policies:

- Patron Code of Conduct

Moved: L. Boudreau, Seconded: A. Peden

b. Draft MOU and Lease Agreement with Municipality of Callander: no update

c. Communication Plan: no update

d. Marketing Plan: moving forward Board will set goals and objectives and the staff will discuss how to implement for each quarter at the quarterly staff meetings.

e. OLS Board Assembly Meeting: J. Davis reported that attendance at the meeting was low but that there was still good discussion and he will share the slide deck from the presentation by OLS for board information.

f. Online Banking Report: discussion about putting in measures to ensure the board is protected.

**Motion: 2023-12-70:** That the board directs the CEO to sign up for RBC Express Core Services and RBC Direct Payments.

Moved: L. Boudreau, Seconded: A. Peden

Approved

## 7. New Business:

a. Hub Report: D. Villard reported that he would like to continue to work the Hub Report which will look at how the library services may change in a new larger space.

b. Valuing Your Library Toolkit: M. Sones reported that OLS has completed a revised Valuing Your Library Toolkit and suggested that the board add this to the work plan for 2024 as an additional tool to show the value of the library to the community.

c. Canada Summer Jobs & Ontario Summer Experience Programs:

**Motion: 2023-12-71:** That the board directs the CEO to apply for the Canada Summer Jobs Grant Program and the Ontario Summer Experience Grant Program to fund summer student position for 2024.

Moved: B. Boland, Seconded: A. Peden

Approved

- d. OLA Super Conference: M. Sones reported that there is a scheduling conflict with the OLA Super Conference, and the Assistant Librarian will not be able to attend. It was suggested that if there was a board member interested in attending they could attend, or the funds could be used to send the Assistant Librarian to another conference if the opportunity arose.
- e. Literacy Day Carnival: M. Sones reported that library staff are planning a Literacy Day Carnival on Saturday, January 27<sup>th</sup> from 11:00am to 3:00pm all board members are encouraged to attend and if interested could participate. The invitation that was sent out to community groups will be shared with the board.
- f. Little Free Pantry: M. Sones reported that in response to community need the library has set up a little free pantry, there is a bin outside the library that is accessible anytime and a shelf in the entrance of the library that is accessible during library hours. Staff also met with representatives from the Food Bank to learn more about the Food Bank in order to better support the community.
- g. Workplan 2024: Discussion about updating for review in January.
- h. Board Member Survey: M. Sones sent out a survey to board members to review the first year of the board term. Feedback is anonymous and appreciated.
- i. Library Holidays:

**Motion: 2023-12-72:** That the board approves the Library Holiday Hours as follows:

December 26-29<sup>th</sup> 12:00pm-5:00pm

December 30<sup>th</sup> 12:00pm-4:00pm

January 2<sup>nd</sup> 12:00pm-5:00pm

January 3<sup>rd</sup>, regular hours resume

Moved: L. Boudreau, Seconded: A. Peden

Approved

- j. Board Meeting Schedule for 2024:

**Motion: 2023-12-73:** That the Board approves the Board Meeting Schedule for 2024 as follows:

January 17<sup>th</sup>, 2024

February 21<sup>st</sup>, 2024

March 20<sup>th</sup>, 2024

April 17<sup>th</sup>, 2024

May 15<sup>th</sup>, 2024

June 19<sup>th</sup>, 2024

September 18<sup>th</sup>, 2024

October 16<sup>th</sup>, 2024

November 20<sup>th</sup>, 2024 or December 4<sup>th</sup>, 2024

Moved: L. Boudreau, Seconded: J. Davis



Approved

- k. Board Member Comments: Board thanked staff for their hard work.
- l. Purchase of Tote Bags: M. Sones reported that staff would like to purchase tote bags with the library logo as outlined in the Marketing Plan. The cost is \$452.50 for 50 bags and could be sold for \$20.00/each for a profit of \$547.50.

**Motion: 2023-12-74:** That the board approve the purchase of 50 tote bags with the library logo as a fundraiser.

Moved: A. Peden, Seconded: B. Boland

Approved

- m. Connectivity Funding:

**Motion: 2023-12-75:** That the board direct the CEO to apply for Connectivity Funding to offset the cost of internet charges to the library.

Moved: B. Boland, Seconded: J. Davis

Approved

- n. Municipal Ad Hoc Committee Update: D. Villard reported that the Ad Hoc Building Committee met at the end of November and a site plan was presented.

8. Next Meeting January 17th, 2024 at 6:00pm

9. Meeting Adjourned: 7:34 pm

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

David Villard

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

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

Melissa Sones

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