

DRAFT
Callander Public Library Board
September 20, 2023 Minutes

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

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: 2023-09-53

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

-Addition of item 7. E. CRA review of charity information returns

Moved: J. Sawyer, Seconded: A. Peden

Approved

4. **Consent Agenda**

- a. Adoption of
 - i. June 21, 2023 Minutes
 - ii. July 12, 2023 Special Meeting Minutes
- b. Library Operations Report
 - i. June-August Operations Reports
- c. Financial Reports
 - i. August 2023
- d. Committee Meeting Minutes
 - i. External Affairs Committee June 21st, 2023
 - ii. Internal Affairs Committee August 28th, 2023
- e. Correspondence:
 - i. Letter received on September 14th, 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: 2023-09-54

That the board approves the Consent Agenda as presented.

Moved: B. Boland, Seconded: J. Davis

Approved

5. **Ongoing business:**

- a. Policies
 - i. In Progress: none

- b. Library Service Review: B. Boland reported that the consultants have completed the survey and it is live. Board members are encouraged to share the survey within their own networks. Consultants were in Callander to see the library, meet the staff and see the community.
 - c. Sarah Badgley Literacy Fund: CEO reported that outdoor games have been purchased.
 - d. International Dyslexia Association Ontario Mini Grant: CEO reported that funds have been spent and decodable readers for older kids were purchased, as well as additional French decodables. Resources will be promoted within the library during the month of October to celebrate dyslexia awareness month.
 - e. Blue Sky Group: The summer initiative “Blue Sky Library Adventure: CEO reported that we had many visitors from other communities however we expected to get ballots as method of tracking the program and we did not. Group is evaluating the program for next year.
 - f. Friends of the Library Group: CEO reported that the Friends of the Library bank account has been closed and those funds have been moved to the library’s account. When a reserve policy is written, a reserve account will be created for those funds and they will be used for community programming within the Municipality.
 - g. 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.
 - h. Draft MOU and Lease Agreement with Municipality of Callander: moved to end of public meeting, see notes below.
 - i. Communication Plan: no update
 - j. Marketing Plan: no update
- 6. New Business:**
- a. Increase to AL’s credit card limit: Report was presented, all board members were in agreement.

Motion: 2023-09-55

That the board directs the CEO to increase the AL’s credit card limit to \$1000.00

Moved: J. Sawyer, Seconded: A. Peden

Approved

- b. OLS Virtual Conference for Board Members: CEO reported that the OLS Virtual Conference for Board Members is on Thursday, September 28th from 6:00pm-8:30pm and board members can register in LearnHQ, everyone is encouraged to attend.
- c. Family Literacy Day, January 27th, 2023: CEO reported that the Library staff are planning to host an event at the Community Centre for Family Literacy Day. More information will be shared as it comes available.
- d. Set dates for Internal Affairs Committee and Policy and Planning Committee:
IAC – October 4th, 2023 at 5:30pm
PP – September 27th, 2023 at 5:30pm
- e. Review of charity information returns: CEO reported that CRA is reviewing the library charity information return for 2021 and 2022. There was some information missing from the original return.

Ongoing Business cont'd

Item h. Draft MOU and Lease Agreement with Municipality of Callander: The board discussed the two documents and provided comments. CEO will compile a report and share with the board before forwarding it on to the SMD.

7. In-camera session:

Motion: 2023-09-56

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 7:34pm.

Moved: J. Sawyer, Seconded: R. Noon

Approved

Motion: 2023-09-57

That the board returns to the public meeting at 7:57pm.

Moved: B. Boland, Seconded: J. Davis

Approved

8. Business arising from in-camera session: not required

Motion: 2023-09-58

That the board directs the CEO to post the Library Clerk position as soon as possible.

Moved: J. Davis, Seconded: R. Noon

Approved

9. Next Meeting October 18th, 2023 at 6:00pm

10. Meeting Adjourned: 8:01 pm



Board Chair: _____

David Villard

Date: _____

Secretary: _____

Melissa Sones

Date: _____