



## Callander Public Library Board March 22, 2023 Minutes

**In attendance in-person:**, David Villard, Barb Boland, John Davis, Robb Noon and Melissa Sones

**In attendance by zoom:** Alison Peden, Leslie Boudreau

**Regrets:** Jo Sawyer

**Late:** Barb Boland 6:26pm

**Location:** Callander Public Library and Zoom

1. **Call to order:** at 6:02pm
2. **Declaration of pecuniary interest** – none expressed
3. **Approval of Agenda**

**Motion: 23-03-22**

That the board approves the agenda with the following changes:

4. Closed session, pursuant to the Public Libraries Act R.S.O. 1990, s.16.1.4.b:

*Personal matters about identifiable individuals and* pursuant to the Public Libraries Act R.S.O. 1990, s.16.6 relating to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act*.

- 7.j. Motion to dissolve old library board committees and terms of reference.

Moved: J. Davis, Seconded: A. Peden

Approved

4. **Closed session**, pursuant to the Public Libraries Act R.S.O. 1990, s.16.1.4.b:  
*Personal matters about an identifiable individuals* and pursuant to the Public Libraries Act R.S.O. 1990, s.16.6: relating to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act*

**Motion: 2023-03-23**

That the board moves into closed session to discuss matters pursuant to the Public Libraries Act R.S.O. 1990, s.16.1.4.b: *Personal matters about identifiable individuals and* pursuant to the Public Libraries Act R.S.O. 1990, s.16.6: relating to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* at 6:05pm

Moved: J. Davis, Seconded: A. Peden

Approved

**Motion: 2023-03-24**

That the library board meeting returns to the public portion of the board meeting at 6:18pm

Moved: J. Davis, Seconded: A. Peden

Approved

**Motion: 2023-03-25**

That the board approves the Municipal Market Study as it relates to the Callander Public Library.

Moved: J. Davis, Seconded: R. Noon

Approved

**5. Consent Agenda**

**Motion: 2023-03-26**

That the board approves the consent agenda including:

Adoption of

i. February 22, 2023 Minutes

Library Operations Report

i. February Operations Reports

Committee Meetings

ii. External Affairs Committee Minutes

iii. Planning and Policy Committee Minutes

Moved: A. Peden, Seconded: J. Davis

Approved

**6. Ongoing business:**

**a. Policies**

**i. In Progress:**

1. Review of Workplace Anti-Violence, Harassment, and Sexual Harassment Policy

2. Naming Policy: no update

**Motion: 2023-03-27**

That the board approves the Exceptions to the Workplace Anti-Violence, Harassment, and Sexual Harassment Policy passed by the Municipality of Callander.

Moved: J. Davis, Seconded: A. Peden

Approved

**b. PHARA partnership** – Mike Van der Vlist CEO of PHARA has informed M. Sones that due to insurance complications it will not be possible for library staff to loan out medical devices from the library. However, PHARA would like to complete a display for the wall beside the bathroom to promote the PHARA Medical device lending program. Board discussion was favourable, and M. Sones will contact operations regarding mounting the display to ensure the safety of the public.

**c. Strategic Plan** – M. Sones and D. Villard presented the draft of the Strategic Plan at the February 28<sup>th</sup> Council meeting, feedback from Council was very positive, with

emphasis on the need to communicate information about library services to the community.

- d. Audit – The audit has been completed, the auditor is in the process of preparing the financial statement for the library. Library audit is completed in conjunction with the Municipal audit, M. Sones to share information as it is received.
- e. Board Assemblies – Ontario Library Service is an arms length government organization, that supports cooperation and communication between public libraries in Ontario. As part of their governing structure they have 9 board assemblies (based on library population) that meet twice per year as a opportunity to network with other library board members, with the exception of a meeting for the purpose of appointing the OLS Board, which only the appointed board member can attend. Next assembly meeting for our population is April 18<sup>th</sup>, 4pm-6pm, any board members can sign up through [olservice.ca](http://olservice.ca).

## 7. New Business:

- a. Approval of B. Boland as chair of the External Affairs Committee and J. Davis as chair of the Planning and Policy Committee.

### **Motion: 2023-03-28**

That the board approve the following committee chair nominations: B. Boland as chair of the External Affairs Committee and J. Davis as chair of the Planning and Policy Committee.

Moved: R. Noon, Seconded: A. Peden

Approved

- b. Board training opportunities – M. Sones B. Boland and J. Davis attended the OLS training – Governance 101, on Saturday March 18<sup>th</sup>, 2023 at the NBPL. It could be beneficial for long serving board members to attend one of the multiple virtual sessions that are planned over the coming months.
- c. OPLG Accreditation – To begin the process of OPLG accreditation an initial audit has to be completed. There is a cost of \$50.00, which can come from the approved budget.
- d. Cost of the button machine for public use – Report was received by the board, there was discussion requiring the public to schedule a time in advance so that staff can assist.

### **Motion: 2023-03-29**

That the board set a fee of \$0.50 per button for the public use of the library's button machine.

Moved: A. Peden, Seconded: B. Boland

- e. Library Service Review – The strategic planning process identified a need for library service review/business plan and as part of the discussion at the EAC meeting earlier this month the need to identify the future costs of operating a new library space to advance the project forward. M. Sones reported that it would be difficult to undertake a report of this scope by staff. The board decided to direct the EAC to research potential consultants who could complete this work. There was discussion that the

library would likely be required to pay for this report and that the funds could come from the Life Long Learning grant that the library received a number of years ago and was put into the library building reserve fund.

**Motion: 2023-03-30**

That the Board directs the EAC to research the options regarding a library service review/business plan for a future library building.

Moved: B. Boland, Seconded: R. Noon

- f. Student Library Clerk Position – position has been filled and training has begun
- g. Summer Student Program Coordinator Position – posting has closed, M. Sones to begin selection process in the coming week. There is still no indication as to whether the student grant applications were successful.
- h. Board Member Comments:
  - i. D. Villard attending the library team meeting in March, it was good opportunity for staff and for him.
  - ii. TVO's Steve Paikin *Is this the Era of the Library*, here is the link if anyone is interested: [\(70\) How Are Libraries Important to Social Infrastructure? - YouTube](#)
- i. Motion to dissolve old library board committees and terms of reference – unfinished to be completed at the next board meeting

Meeting Adjourned: 6:59 pm

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Board Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
David Villard

Secretary: \_\_\_\_\_ Date: \_\_\_\_\_  
Melissa Sones