

CAVAN MONAGHAN PUBLIC LIBRARY BOARD

Date: October 19th, 2021

Place: Zoom @ 7:00pm (meeting recorded)

PRESENT: Lynda Allair Vice-Chair
Barb Allen
Ryan Matheson
Glen Spurrell Board Chair
Rob Swaffield
Michelle Watson
Karla Buckborough CEO/Librarian
Erin Stewart Branch Librarian/Secretary

ABSENT: Cathy Moore

1. Meeting called to order and Land Acknowledgement read by Glen Spurrell, Chair at 7:02pm

2. Disclosure of pecuniary interest and the general nature thereof - None

3. Approve Agenda

Motion: 53/21 Moved by: Rob

Agenda accepted as presented.

Carried

4. Approve Minutes of meeting held on September 21st, 2021

Motion: 54/21 Moved by: Lynda

Minutes of the meeting held September 21, 2021 be accepted as presented.

Carried

Approve Minutes of special meeting held on October 5th, 2021

Motion: 55/21 Moved by: Lynda

Minutes of the special meeting held October 5, 21 be accepted as presented.

Carried

5. CEO and Branch Librarian's Report

a. Report

Karla and Erin manned a booth at the Fall Festival held on Saturday, October 2. The beautiful day brought many people downtown. We sold handmade craft items made by patrons in our sewing/knitting/crocheting classes. We handed out newsletters and colouring sheets to children and we held a draw for a beautiful origami book made by Judi.

Ontario Public Library week is October 17-23. For the second year in a row we will have a potted fall plant on display and patrons can fill out a ballot to win the planter.

Thanksgiving take-home crafts were available the week before the holiday and the same will be done for Halloween. Outdoor story time continues at the Bruce Johnston Branch on Thursday mornings. Courtney will be offering afternoon tutoring on Thursday and Fridays at the Millbrook Branch.

b. Statistics

Motion: 56/21 Moved by: Ryan

That the CEO and Branch Librarian's Report and statistics be accepted as presented.

Carried

6. Finance (Barb, Glen, Ryan, Karla & Erin)
 - a. September Operating and September Capital Reports from Keystone
Motion: 57/21 **Moved by: Ryan**
To accept September Operating and Capital Reports.
Carried

 - b. 2022 Budget - Operating and Capital
Motion: 58/21 **Moved by: Lynda**
To accept the revised Operating and Capital 2022 Budget.
Carried

7. Human Resources (Lynda, Ryan, Karla, Glen)
 - a. Staff Vacation
Karla updated the Board on staff vacation.

 - b. Board and CEO evaluation
Karla will email template for Board evaluation. The HR Committee will meet with Karla and discuss her work plan.

8. Policy (Michelle, Rob & Karla)
 - a. FN04 Intellectual Freedom
Motion: 59/21 **Moved by: Michelle**
To accept FN04 Intellectual Freedom policy as presented.
Carried

 - b. OP05_ResourceSharing - not ready - work will continue
 - c. Continue to table the FR policies

9. Strategic Plan (Michelle, Glen, Erin & Karla)
 - a. Strategic Plan passed at a special meeting of the Board on October 5. Committee members to decide on the next meeting date.

10. Correspondence for action/information
 - a. Emails from Otonabee-South Monaghan Public Library and then Peterborough Public Library - regarding formalizing reciprocal borrowing.
After discussion about the email the Board decided to keep the current agreement with Otonabee-South Monaghan Public Library.

11. Business Arising/Old Business
 - a. None

12. Take-aways for Council
 - a. The library is on track with circulation statistics.
 - b. Library staff had a booth at the Fall Festival on Saturday, October 2.
 - c. Strategic Plan has been approved by the Board.

Revisit Agenda item 6. Finance
Lynda will look over the Visa statements and monthly bank statements.

13. Next meeting: November 16, 2021

14. Adjournment
Barb adjourned the meeting at 8:42pm

Chair _____ Date _____

Secretary _____ Date _____

Strategic Plan Execution Committee will meet via Zoom on Thursday, November 4 at 2pm.

Information of Interest
Coming up in October:
Dyslexia Awareness Month
Ontario Public Library Week