

CAVAN MONAGHAN PUBLIC LIBRARY BOARD

Date: November 16th, 2021

Place: Zoom and in person @ 7:00pm Millbrook Branch (meeting recorded)

PRESENT:	Lynda Allair	Vice-Chair
	Barb Allen	
	Ryan Matheson	
	Glen Spurrell	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 7:01pm

Barb will be resigning from the Board at the end of the year. The Board thanked Barb for her service to Cavan Monaghan Libraries.

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

3. Approve Agenda

Motion: 60/21 **Moved by: Lynda**

Agenda accepted as presented with the addition of:

6.a.1 Book budget – donations

11.b Evaluate hybrid meeting form

Carried

4. Approve Minutes

Motion: 61/21 **Moved by: Barb**

Minutes of the meeting held October 19, 2021 be accepted with amendments to 7b. and 10a. and hyperlinks removed.

Carried

5. CEO and Branch Librarian's Report

- a. Report

The Strategic Plan Execution Committee had their first meeting (in person) on November 4 from 2-4pm. The committee had a very productive meeting that resulted in many great ideas to work on. To keep the momentum going the committee will meet within the next two weeks.

Three classes of grade 3 students from Millbrook South Cavan School visited the library the first week of November. On Tuesday, Wednesday, and Thursday, we hosted 20 children each day, plus teachers and volunteers. The students listened to a story, made a craft, got their own library card, checked out material and got some time to play with the iPads. The feedback was great, and one mom commented on Facebook that her child had an amazing time visiting the library with their school!

- b. Statistics

There has been a 16% increase in new patrons from 2020 to 2021 - not including the students from the school - that will be in the November statistics.

Board volunteer hours form

Board members are encouraged to keep track of their volunteer hours spent on regular board meetings, committee meetings, education, research, and email correspondence. These volunteer hours form part of our monthly and yearly statistics.

Motion: 62/21

Moved by: Lynda

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

Carried

6. Finance (Barb, Glen, Ryan, Karla & Erin)

a. October Operating and October Capital Reports from Keystone

Lynda looked over the Visas and bank reconciliation. There are lines in the operating budget for Community Engagement and Contracted Services. Karla to contact Sofie Andreou (123 Digital Power Digital Marketing Agency) to set up a meeting to discuss how the library can use online marketing to their benefit.

i. Book purchasing - move money from donation reserve

Lack of book budget will require the transfer of funds from our donation reserve to cover book purchases

Motion: 63/21

Moved by: Barb

To move up to \$3000 from donation reserve into book budget to be spent in the calendar year 2021.

Carried

Motion: 64/21

Moved by: Lynda

To accept October Operating and Capital Reports.

Carried

b. 2022 Budget - 1st meeting with Township on October 26th; 2nd meeting Nov. 17th

7. Human Resources (Lynda, Ryan, Karla, Glen)

a. Staff Vacation

Staff are working on taking their allotted vacation. Karla will provide an update at the next meeting.

b. 2021 Work Plan

The work plan was discussed.

c. Board and CEO evaluation

Board members read through the self-evaluation form. When completed, forms are to be emailed to Karla.

8. Policy (Michelle, Rob & Karla)

a. Committee did not meet

9. Strategic Plan (Michelle, Rob, Glen, Erin & Karla)

a. Discussed earlier in the CEO and Branch Librarian's Report. The next meeting will be November 18, 2-4pm.

10. Correspondence for action/information

a. None

11. Business Arising/Old Business

a. Board/Staff Christmas get together

This will take place on Thursday, December 16 at 5:30pm at the Bruce Johnston Branch. Glen will email Council members an invitation. Erin will email staff.

b. Hybrid meeting

Board members feel that a hybrid meeting style is a good option. We will continue with Board members attending in person or by Zoom.

12. Take-aways for Council

- a. We have had to use money from our donation reserve to purchase books.
- b. There has been a 16% increase in new patrons from 2020 to 2021.
- c. The Board is undertaking a self-evaluation.

13. Next meeting: No meeting in December. Tuesday, January 18, 2022 in person and Zoom.

14. Adjournment

Lynda adjourned the meeting at 9:03pm.

Chair _____ Date _____

Secretary _____ Date _____