

# CAVAN MONAGHAN PUBLIC LIBRARY BOARD

Date: September 17th, 2024

Place: Millbrook Branch @ 7:00pm (meeting may be recorded)

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## Mission Statement:

Empowering residents to read, learn and connect through quality resources, safe and welcoming spaces, innovative programs, and creative services.

## Vision:

Enriching the lives of residents through books and beyond.

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PRESENT:	Karen Graham	
	Matthew Graham	Council Representative
	Earl McLeod	Chair
	Monica Schjott	
	Chandra Tremblay	
	Karla Buckborough	CEO/Librarian
	Erin Stewart	Branch Librarian/Secretary

Absent: Rachel Finnie, Tony Parks

1. Earl called the meeting to order at 7:01pm.
2. Earl read the Land Acknowledgement
3. Disclosure of pecuniary interest and the general nature thereof - none

4. Agenda

**Motion: 34/24**                      **Moved by: Monica**

Approve agenda as presented.

Carried.

5. Minutes

**Motion: 35/24**                      **Moved by: Monica**

Approve minutes of the Library Board meeting June 18<sup>th</sup>, 2024

Carried.

6. Library Activity Highlights and Statistics

It was a very busy summer with phenomenal program attendance. On Wednesday, July 31 we celebrated the conclusion of our Seniors Community Grant with the launch of our book – Collecting Our Stories. Karla applied for a second Seniors Community Grant and we found out in late June we were successful. The theme for this grant will be – Before I became a senior I wish I knew.... This fall we will host a series of workshops/lunch and learns on topics such as local history, volunteer opportunities, and fraud prevention to name a few.

**Motion: 36/24**                      **Moved by: Karen**

Accept the library highlights and statistics as presented.

Carried.

7. Strategic Plan

a. CMLibraries Strategic Plan - September Updates

- i. On September 30 staff will take part in mental health training with Jack Veitch from the Canadian Mental Health Association. Rachel (student) has put together some resources for us to view for Orange Shirt day and a staff meeting will also take place.

8. Marketing Committee

- a. Update – nothing to report.

9. Human Resources

- a. Karen and Chandra met with Karla on September 5<sup>th</sup> to finalize Karla’s performance appraisal.

10. Finance

- a. August Operating and August Capital
b. Purchasing Update - September 13
c. Discussed IT Plan - add to agenda each month for updates

Motion: 37/24 Moved by: Karen
Receive financial reports as presented.
Carried.

d. 2025 Budget
Motion: 38/24 Moved by: Chandra
Receive the 2025 library budget as presented.
Carried.

11. Correspondence for action/information

- a. Information - some letters and emails received over the summer.

12. Business Arising/Old Business

- a. Foundation Policies - Information Note: FN01 - Mission Statement; FN02 - Vision Statement; FN03 - Guiding Values

Motion: 39/24 Moved by: Karen
Adopt the three foundation policies as presented.
Carried.

Chandra would like action items added to the minutes. Perhaps a chart with date, action, person.

13. Take-aways for Council

- a) Earl will contact Rachel to determine her status on the board.
b) Staff and board members continue to work on the IT Plan.
c) Time will be spent working on the budget presentation at the next few board meetings.

14. Next meeting: October 15th @ 7pm, unless otherwise called by the Chair

15. Adjournment - Karen adjourned at 8:50pm.

Signature: \_\_\_\_\_
Chair

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

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

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