

# CAVAN MONAGHAN PUBLIC LIBRARY BOARD

Date: November 19th, 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:	Matthew Graham	Council Representative
	Earl McLeod	Chair
	Tony Parks	
	Monica Schjott	
	Chandra Tremblay	
	Karla Buckborough	CEO/Librarian
	Erin Stewart	Branch Librarian/Secretary

ABSENT: Karen Graham

1. Earl called the meeting to order at 7pm.
2. Earl read the Land Acknowledgement.
3. Disclosure of pecuniary interest and the general nature thereof - none
4. Agenda  
**Motion: 47/24**                      **Moved by: Monica**  
Approve agenda as presented.  
Carried.
5. Minutes  
**Motion: 48/24**                      **Moved by: Monica**  
Approve minutes of the Library Board meeting October 15<sup>th</sup>, 2024.  
Carried.
6. Library Activity Highlights and Statistics - Motion to accept
  - a. Library Activity Highlights  
To kick off Ontario Public Library Week, the Millbrook Branch hosted a Tea Party and Silent Auction on Saturday, October 19<sup>th</sup>. Staff had a table at the Volunteer Fair at the CMCC on Wednesday, October 23<sup>rd</sup> from 3:00-7:30pm. Friday, October 25<sup>th</sup> was a P.A. Day and thanks to a generous donation of pumpkins from Cody and Kelsie's Veggy Patch we hosted pumpkin decorating. The rearranging of the Millbrook Branch has begun.
  - b. Statistics
    - i. Following the discussion at the October meeting, the statistics no longer contain the social media counts.  
**Motion: 49/24**                      **Moved by: Chandra**  
Accept the Library Activity Highlights and Statistics as presented.  
Carried.
7. Strategic Plan
  - a. CMLibraries Strategic Plan - November Updates
    - i. Karla is meeting with a vendor in November regarding shelving for the rearrangement of the Millbrook Branch.

b. Library monitoring tool presented by Karen at the October Board meeting – a few updates added. Start using in January 2025.

8. Marketing Committee

a. Update - verbal update from Chandra and Karla

Meet in January 2025 to map out the year. Two-year Annual Report – use images from the photo shoot.

Money has been spent from the marketing budget on business cards and new magnets from Vista Print.

A new canopy will need to be purchased for events with a fire code rating.

9. Human Resources

a. Update - verbal update from Chandra

Karla's 2023 Performance Review has been finalized. Karla's 2024 Performance Review will be finalized at the end of December.

10. Finance - Motion to receive

a. October Operating and October Capital, Seniors Community Grant

b. Purchasing Update - November 8

**Motion: 50/24**

**Moved by: Chandra**

Move upset limit of \$1,000 from Donation Reserve to cover purchase of circulating materials (beyond the Forest of Reading discussed at last month's meeting).

Carried.

c. Salary increases for staff

d. 2025 Budget Presentation; 4200 Operating Details

**Motion: 51/24**

**Moved by: Monica**

Accept report on staff increases and updated 2025 Budget.

Carried.

**Motion: 52/24**

**Moved by: Tony**

Receive financial reports as presented.

Carried.

e. IT Report Update

i. Overview\_IT Report\_Nov192024

ii. CMLibraries Technology Plan\_Nov14

Document IT improvements by taking photos and piece by piece summary.

**Motion: 53/24**

**Moved by: Chandra**

Receive and approve the IT Plan by Karla and move forward with her 2024 Technology Plan.

Carried.

11. Library monitoring tool - moved to 7b.

12. Correspondence for action/information

a. None

13. Business Arising/Old Business

a. Board Assembly Report – Chandra gave a verbal report. Part of the meeting was more beneficial for larger libraries.

i. Fall 2024 Board Assembly Meeting

ii. Board Assembly Policy Handout Fall 2024

14. Take-aways for Council

- a) Budget ready for council
- b) IT Plan moving forward
- c)

15. Next meeting: December 17th @ 7pm, unless otherwise called by the Chair

16. Adjournment – Monica adjourned at 8:42pm.

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

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

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

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