

CAVAN MONAGHAN PUBLIC LIBRARY BOARD

Date: January 21st, 2025

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

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.

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

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: 01/25 Moved by: Monica
Approve agenda as presented.
Carried.
5. Minutes
Motion: 02/25 Moved by: Chandra
Approve minutes of the Library Board meeting December 17, 2024.
Carried.
6. Re-selection of Chair, Vice-Chair, Financial Oversight Officer

Motion: 03/25 Moved by: Karen
Chandra nominates Earl as Chair.
Carried.

Motion: 04/25 Moved by: Karen
Earl nominates Chandra as Vice Chair.
Carried.

Motion: 05/25 Moved by: Earl
Karen will remain Financial Oversight Officer.
Carried.
7. Library Activity Highlights and Statistics
 - a. Library Activity Highlights

The end of the postal strike allowed us to resume our interlibrary loan borrowing. The interlibrary loan system migrated to a new platform on November 12th and staff have been learning this new system. Courtney participated in a full day of on-site social media training with Social Kat Media. We had a very popular Lunch & Learn with local lawyer Rob Hiseler discussing wills and estates – 19 people attended. Karla has spent the past 2 weeks completing 3 grant applications: Ontario Summer Experience Program, Seniors Community Grant and Young Canada works.

b. 2024 Statistics

Karen asked about the increase in volunteer hours. This was partially a result of staff and volunteer time spent rearranging the space at the Millbrook Branch. Tony asked how volunteers are recognized. Volunteer and staff appreciation are discussed in the Strategic Plan. Volunteers could be featured in our newsletter or on social media or a photo in the Millbrook Times. Volunteer appreciation week is April 27th -May 3rd.

Motion: 06/25

Moved by: Karen

Accept the Library Activity Highlights and Statistics as presented.

Carried.

8. Strategic Plan

a. CMLibraries Strategic Plan - January Updates

i. Discussion of current goals - add new goals for 2025

Archive 2024 document and add new actions for 2025.

ii. Fundraising Policies - FR-01_Donations; FR-02_Sponsorships - Goal #3 - 3.3.1

Discuss donation policy at the next meeting after Karla confirms context with other financial policies that the library already has in place. Table the sponsorship policy until such time as needed by the library.

9. Marketing Committee

a. No updates.

10. Human Resources

a. No updates.

11. Finance

a. December Operating and December Capital, Seniors Community Grant;

b. 2025 Budget - Operating, Capital, Seniors Community Grant

2/3 of the Library levy has been received from the Township.

Motion: 07/25

Moved by: Chandra

To accept the 2025 Library budget as presented.

Carried.

Matthew suggested updating Council at future budget presentations on how donations funds are spent.

c. IT Update - January 2025

d. Donation Reserve

Motion: 08/25

Moved by: Chandra

Approve purchase and report with the exception of holding off on black out blinds and reconsider pricing on the projector.

Carried.

12. Correspondence for action/information

a. None

13. Business Arising/Old Business

- a. None

14. Take-aways for Council

- a. Budget presentation – strategic plan year end reconciliation
- b. Staff confirm ICIP grant for Old School
- c. Donation policy and spending of donation reserves

15. Next meeting: February 18th @ 7pm, unless otherwise called by the Chair

16. Adjournment – Karen adjourned at 8:35pm.

Signature: _____
Chair

Date: _____

Signature: _____
Secretary

Date: _____