

# CAVAN MONAGHAN PUBLIC LIBRARY BOARD

Date: March 18<sup>th</sup>, 2025

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
	Tony Parks	
	Monica Schjott	
	Rob Swaffield	
	Chandra Tremblay	Vice Chair
	Denise Williams	
	Karla Buckborough	CEO/Librarian
	Erin Stewart	Branch Librarian/Secretary

1. Earl called the meeting to order at 7:02pm.
2. Earl read the Land Acknowledgement.
3. Disclosure of pecuniary interest and the general nature thereof – none
4. Agenda  
Motion: 09/25                      Moved by: Karen  
Approve agenda as presented.  
Carried.
5. Minutes  
Motion: 10/25                      Moved by: Chandra  
Approve minutes of the Library Board meeting January 21<sup>st</sup>, 2025.  
Carried.
6. Introduction of new board members - Rob Swaffield and Denise Williams
7. Library Activity Highlights and Statistics
  - a. Library Activity Highlights  
Our Seniors Community Grant continued throughout the spring with armchair travel, art therapy, learning about frauds and scams, and a storytelling workshop. March Break was busy with lots of programming taking place. New shelving was purchased for the Bruce Johnston Branch to hold craft supplies. Both branches will close on Thursday, May 22<sup>nd</sup> for a staff training day. The morning will be spent recertifying first aid and CPR. The afternoon will be spent as a staff meeting/planning session finalizing plans for the summer.
  - b. 2025 Statistics  
Bruce Johnston Branch circulation is up.  
  
Motion: 11/25                      Moved by: Monica  
Accept the Library Activity Highlights and Statistics as presented.  
Carried.

8. Strategic Plan

- a. CMLibraries Strategic Plan - March Updates
  - i. Discussion of current goals - add new goals for 2025. Remove strat plan from monthly agenda - replace with the Project Status Report Tool. Include matrix to show priority and time frames. Main areas of focus: space, IT, and program evaluation.
  - ii. 2025 Library Project Status Report tool - see above
  - iii. Fundraising Policies - FR-01\_Donations; Goal #3 - 3.3.1

Motion: 12/25                      Moved by: Tony  
Accept changes to Donation Policy.  
Carried.

Motion: 13/25                      Moved by: Monica  
Accept Donation Policy as amended.  
Carried.

9. Marketing Committee

- a. Nothing to report.

10. Human Resources

- a. Chandra and Karen met with Karla to discuss her Performance Appraisal.

11. Finance - Motion to receive

- a. Budget to Actual January-March 13, 2025 -
  - i. Operating, Capital, Grants reports from Quickbooks Online
  - ii. Notes
- b. IT Update - March 2025. Karla had to replace the hard drive in her laptop. New public computers have been ordered.
- c. Donation Reserve - Black out blinds have been purchased and installed in the Dorothy Stevens Room.

Motion: 14/25                      Moved by: Denise  
Receive the Financials Reports as presented.  
Carried.

12. Correspondence for action/information

- a. None.

13. Business Arising/Old Business

- a. HR Support through BrightHR  
The Board has concerns regarding an outside agency providing human resources policies for the libraries.  
Hold off at this time. Karla to contact Township staff regarding their HR policies.

14. Take-aways for Council

- a) Timeline for installation of public use computers – June
- b) Donation Policy finalized
- c) Revise Strategic Plan for 2025

15. Next meeting: April 15<sup>th</sup> @ 7pm, unless otherwise called by the Chair

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

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

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