

# CAVAN MONAGHAN PUBLIC LIBRARY BOARD

Date: May 20<sup>th</sup>, 2025

Place: Bruce Johnston 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	Financial Oversight Officer
	Tony Parks	
	Monica Schjott	
	Rob Swaffield	
	Chandra Tremblay	Vice Chair (arrived at 7:30)
	Denise Williams	
	Karla Buckborough	CEO/Librarian
	Erin Stewart	Branch Librarian/Secretary

REGRETS: Matthew Graham, Earl McLeod

1. Karla called the meeting to order at 7:08pm.
2. Karla read the Land Acknowledgement.
3. Disclosure of pecuniary interest and the general nature thereof - none
4. Meeting  
Motion: 20/25                      Moved by: Karen  
Karla will chair the meeting in the absence of Earl and Chandra  
Carried.
5. Agenda  
Motion: 21/25                      Moved by: Monica  
Approve agenda as presented.  
Carried.
6. Minutes  
Motion: 22/25                      Moved by: Monica  
Approve minutes of the Library Board meeting April 15, 2025.  
Carried.
7. Library Activity Highlights and Statistics
  - a. Library Activity Highlights  
We have been adding items to our library of things. One of our most recent additions was a family pass to the Canadian Canoe Museum. This pass provides complimentary admission to the museum for 2 adults and up to 4 youth. The library did not receive any summer student grants.
  - b. 2025 Statistics  
  
Motion: 23/25                      Moved by: Denise  
Receive Library Activity Highlights and 2025 Statistics.  
Carried.

Chandra arrived and took over as Chair of the meeting (7:30pm)

8. 2025 Library Project Status Report  
Karla to meet with CAO Yvette Hurley regarding HR Policies.

**Action Items:**

- 1) As a member of the HR Committee, Karen will attend the meeting with Karla and the CAO.
- 2) HR Committee to meet with Karla to go over PA objectives.

Motion: 24/25                                      Moved by: Monica  
Receive the Library Project Status Report as presented.  
Carried.

Motion: 25/25                                      Moved by: Denise  
To create Terms of Reference for the HR Committee with responsibility for CEO Appraisal.  
Carried.

9. Marketing Committee  
a. Nothing to report but committee is planning to meet before next Board meeting

10. Human Resources  
a.

11. Finance  
a. Budget to Actual January-April 30, 2025 - run on May 13th  
i. Operating, Capital, Grants reports from Quickbooks Online  
ii. Notes/IT update

Motion: 26/25                                      Moved by: Monica  
Receive Financial Reports as presented.  
Carried.

- b. Fundraising opportunity - Tony to speak about  
Tony has spoken with local author and illustrator Bill Slavin. Bill has agreed to provide his drawings to be used in a calendar for a fundraiser for the library. Karla to check on printing prices at Vistaprint and Staples

12. Correspondence for action/information  
a. Millbrook & District Lions Club President Janet Kennedy presented Karla with a donation of \$1000.

13. Business Arising/Old Business  
a. Committee composition

Motion: 27/25                                      Moved by: Denise  
Approve the Committee composition with the addition of Rob to the Marketing committee and Denise to the Human Resources committee.  
Carried.

14. Take-aways for Council – with Matthew away, none at this time.

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

16. Adjournment – Tony adjourned at 8:20pm.

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

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