

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – December 20, 2023

Tyendinaga Township Public Library (852 Melrose Road, Shannonville, ON)

Jan 25, 2024

N. Kent McMechan

Attendance of Library Board Members: *Kristin Farrell, Lois McGrath, Cathy Mullarky, Marian Petelycky, Christa Ray*

Regrets: *Julia Smith, Nicole McMechan, Don McFarlane*

Chair - Lois McGrath

Recorder of Minutes – Christa Ray

1. **Call to Order** – Lois McGrath (*Commencement – 6:08pm*)

2. **Land Acknowledgement** – Read by Lois McGrath

3. **Approval of Agenda**

3.1.

Motion **2023-12-20-01** - to approve the agenda as amended.

- Moved by Marian
- Seconded by Cathy

Carried

4. **Declarations of Conflict of Interest**

None

4. **Approval of Minutes from Previous Meeting Minutes**

4.1. **Regular Meeting of November 16, 2023**

Motion **2023-12-20-02** - to approve the November 16, 2023 minutes.

- Moved by Marian
- Seconded by Cathy

Carried

5. **Business Arising from the Previous Minutes**

5.1 Letter to Council was presented and approved to pay for the alarm for the septic

5.2 Directors and Liability Insurance as part of the MOU – completed.

5.3 Melrose Craft Sale 50/50 recipient and raffle table winner posted to social media – 4 items still need to be picked up.

5.4 MOU for discussion

5.5 Board Annual Training Plan – 2023 plan presented and members of the board will complete by June 2024.

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6. Discussion of Action Items from Previous Minutes

6.1. All action items have been addressed from previous meeting minutes.

7. Chief Executive Officer's Report

- 7.1 The library will be a recipient of the LEAF Commonwell Grant (\$48,000) – not yet received.
- 7.2 Trenval Grant was approved - \$3800 total
- 7.3 Long term service awards – criteria need to be identified and approved (i.e. minimum of 5 years of service), awards "ceremony" would be hosted at the library, all volunteers should be recognized/acknowledged but not necessarily provided with a reward

ACTION ITEM – to plan a volunteer event in June and collaborate on criteria that will be required to receive the long-term service awards.

8. Accounts and Financial Report

- 8.1 Review of Statement of Expenditures as of November 29th, 2023
- 8.2 Review of Income Statement as if November 29th, 2023
 - 8.2.1 Miscellaneous income – includes bank interest. This will become a separate line on following documents.
- 8.3 Follow up from Meeting with the Municipal Treasurer regarding the 2024 Estimate
 - 8.3.1 Library grant request has been provided to the Township.
 - 8.3.2 Auditor fees need to be clarified.

ACTION ITEM – Lois to request a delegation from the TTPL Board of Directors to attend the January 31st council meeting. A PowerPoint presentation with information will be produced and provided to Council ahead of time.

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9. Technical Support

- 9.1 Continuing to have issues with the Library Ancestry Edition and follow up with ProQuest continues.
- 9.2 Kristin presented an update on the Ontario Library Services Connecting Public Libraries Initiative.

10. Fundraising/Promotion/Advertising

- 10.1 Promotion of library services to boys – possible fundraiser to put money toward a Nintendo Switch (console/controllers/game – approximately \$600). Plan would be to encourage male patrons to participate in a Mario Kart tournament. Fundraiser ideas include: Jibbits, used book sales, bottle drive, sponsorship.

11. Policies and Procedures

- 11.1 Memorandum of Understanding reviewed and discussed.

Motion **2023-12-20-03** – that the draft MOU between the TTPL Board and the Corporation of the Township of Tyendinaga be presented to the CAO

- Moved by Marian
- Seconded by Christa

Carried

- 11.2 BL-05 Meetings of the Board, HR-07 Workplace Harassment and Discrimination and GOV-15 Delegations policy revisions reviewed and approved.

Motion **2023-12-20-04** – to approve BL-05 Revision 3, HR-07 Revision 2, GOV-15 Delegations Revision 1

- Moved by Marian
- Seconded by Lois

Carried

- 11.3 GOV-13 Reserves – discussion deferred until next meeting.

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12. Council Representative Report

- None to report.

13 Other Business

- Update on the success of the Commonwell LEAF Grant. Implementation of project planning to occur in 2024.

14. Date of Next Meeting: Thursday January 25th, 2024.

15. Adjournment –

Motion **2023-12-20-05** – to adjourn the meeting at 8:02pm

- Moved by Marian
 - Seconded by Lois
- Carried

November 2023 Statement of Expenditures - Tyendinaga Township Public Library

Account	Budget	Amount Spent	Remaining	% Remaining
Computer Maintenance	700	627.01	72.99	10%
Web Hosting	200	160.68	39.32	19.66
Internet	1800	1152.72	647.28	35.96
IT Support	3000	937.5	2062.5	68.75
Telephone	1100	859.27	240.73	21.88454545
Travel/Workshop	1000	267.34	732.66	73.266
Office Supplies	1000	1143.02	-143.02	-14.302
FTC/Music and Motion	2000	1971.39	28.61	1.4305
Programming	1000	653.82	346.18	34.618
Furnishing	400	248.08	151.92	37.98
Heating	5000	2811.18	2188.82	43.7764
Hydro	3500	2265.42	1234.58	35.27371429
Security	339	441.25	-102.25	-30.16224189
Repair/Maintenance	2500	3286.77	-786.77	-31.4708
Custodial Supplies	600	459.67	140.33	23.33333333
Custodial Services	5170	4291.46	878.54	16.41276596
Septic Pumping	1200	1639.91	-439.91	-36.65916667
Booking/Accounting Software	1600	1598	2	0.125
Advertising	200	174	26	13
Water	75	67.23	7.77	10.36
Printing/photocopying	1700	823.21	876.79	51.57588235
E-Resources	1700	1659.63	40.37	2.374705882
Books/DVD	7000	6348.69	651.31	9.304428571
Wages	112014	90858	21156	18.88692485
Student Wages	29945	21326.15	8618.85	28.78226749
Total	184743	146071.4	38671.6	24.23570582

CEO Notes – December 20th 2022

Programming

Since our last meeting, the library has been a hive of activity. We have hosted the third Refillery Pop up with Lake and Forest Collective. This pop-up has been received well by the community. We have hosted a ceramic night with Millside Ceramics (and booking a second night on December 14th). The Snowflake Barn Board event was cancelled on November 25th and will be rescheduled, as well as the Book Page Star event. Both due to illness.

Music + Motion – important to note. This program alone has welcomed 50 new Patrons to our library. From these 50 new members, these members participate in 1000 Books Before Kindergarten. They join Fun-Time Circle and if there are older siblings in the family, these older siblings have joined the library and some have went on to participate in After School Tutoring.

At present there are 18 children registered in After School Tutoring. We have welcomed one new tutoring to the team.

We are now collecting Socks on behalf of the Foxboro Melrose Lions Club and Gleaners Foodbank. This will continue until the new year, approximately March.

We are looking forward to March Break and have a base plan of an Indigenous focus on for our weeks program.

Stats:

New Patrons **305** Patrons / 2022 we welcomed 141 new patrons

122 Libby App Users

159 individual requests for Inter Library Loan Material

Other Update:

Looking towards 2024 – I would like to initiate a discussion around a new recognition award for the library – The Student Librarian Long Term Service Award. This award would be in recognition of a Student Librarian who has 5 or more years of service with the library. This would be a combination of both volunteer service and employment service. I would also like to endeavour create an awards night solely to the library and have the plaques updated. This would be in June at the end of the school year – as this is in line with the three local awards we hand out to elementary school students.

The Long-Term Service Award – Student Librarian would be awarded to a Student Librarian leaving to pursue Post Secondary Education, who has a demonstrated loyalty to the library and an unbroken period of service with library (a combination of volunteer and employment). A Student Librarian who has dedicated a significant amount of time working for the library to promote our mission and values. A Student Librarian who inspires their peers. This award also recognizes the leadership of the Student Librarian.

This award will be a two-step process in my mind.