

Lois McGrath

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – November 16, 2023

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

**Attendance of Library Board Members:** *Kristin Farrell, Don McFarlane, Lois McGrath, Cathy Mullarky, Nicole McMechan, Marian Petelycky, Christa Ray, Julia Smith (arrived at 6:09pm)*

**Regrets:** *N/A*

**Chair -** Lois McGrath

**Recorder of Minutes –** Christa Ray

1. **Call to Order** – Lois McGrath (*Commencement – 6:04pm*)
2. **Approval of Agenda**
  - 2.1. One addition to the agenda was added under business arising – added a section for action items so that we can review as a group
  - 2.2. First removal to the agenda from business arising – removal of Charities Directorate Paperwork
  - 2.3. Second removal to the agenda from policies and procedures – removal of draft policy discussion “Accepting a Delegation”
  - 2.4. Defer “Reserves Policy” and “Workplace Harassment Policy” to the next meeting

Motion **2023-11-16-01** - to approve the agenda as amended.

- Moved by Marian
  - Seconded by Nicole
- Carried

3. **Declarations of Conflict of Interest**

None

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

4.1. **Regular Meeting of October 19, 2023**

- a. One amendment to the Oct 19, 2023 was requested.

Motion **2023-11-16-02** - to approve the amended October 19, 2023 minutes.

- Moved by Marian
  - Seconded by Lois
- Carried

Motion **2023-11-16-03** for the Approval to Close the Regular Meeting to discuss the Special in Camera Meeting Minutes from October 19<sup>th</sup>

- Moved by Marian
- Seconded by Don

Carried

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Motion **2023-11-16-04** for the Approval to Open the Special in Camera Meeting at approximately 6:12pm

- Moved by Lois
- Seconded by Julia

Carried

Motion **2023-11-16-05** that no further action is required from the outcome of the Special In-Camera meeting minutes from October 19<sup>th</sup> 2023.

- Moved by Marian
- Seconded by Lois

Carried

Motion **2023-11-16-06** to resume the TTPL regular November 16<sup>th</sup> 2023 board meeting at 6:18pm

- Moved by Marian
- Seconded by Lois

Carried

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

5.1. Commonwell Grant is in progress. Deadline for community support was Nov 15<sup>th</sup>.

5.2. Quotes for Septic – no quotes received from the two businesses. Barker Electric to install the septic alarm so that library staff are alerted 48 hours in advance which will prevent emergency calls to the septic company.

**Motion 2023-11-16-07** - to ask the township for alarm to be installed as a preventative measure to reduce costs incurred by emergency septic pumping.

- Moved by Lois
- Seconded by Marian

Carried

*ACTION ITEM – Lois to write a letter of intention to council to see if the cost for upgrade to the septic system is covered by the Township since this is not considered regular maintenance.*

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- 5.3. 2022 Audited Financial Statements for the Library – no update received.
- 5.4. Directors Liability follow up – received basic information about insurance but no specific details about director's liability.

*ACTION ITEM – will ensure that this is one of the items on the Memorandum of Understanding in January.*

**6. Discussion of Action Items from Previous Minutes**

- 10.1 Rotation of curated items from the South Hastings Baseball League is on hold. The collection is large, and the library cannot house everything at once.
- 10.2 Recent meeting minutes not posted to the library website, but the problem will be fixed as soon as possible.
- 10.3 All remaining action items from October 19<sup>th</sup> have been dealt with accordingly.

**7. New Business**

- 7.1. Review of the council approved budget timetable for 2024.
- 7.2. Kristen to follow up about HST rebates.

**8. Chief Executive Officer's Report**

- 8.1. Updated and presented by CEO (see attached documents)
- 8.2. 298 total new library patron count as of today's date.

**9. Accounts and Financial Report**

- 9.1. Expenditures for month end October 2023 provided by CEO
  - a. Cheque from Walmart Canada received (\$1000)
  - b. Cheque from Renewal Squared received (\$147.33)

**10. Technical Support**

- 10.1. Technical issues with Ancestry Library Edition have been resolved.

**11. Fundraising/Promotion/Advertising**

**11.1. Melrose Craft Sale**

- a. Total fundraised earnings = \$2015.00 (50/50, raffle and vendor table fees)

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ACTION ITEM – winners to be posted to TTPL social media and library website and a thank you letter to all of the vendors to thank them for their participation

**12. Policies and Procedures**

12.1. MOU – ACTION ITEM - draft MOU to be presented to the board of directors before the next regular meeting

**13. Council Representative Report – none to report**

**14. Other Business:**

**14.1. *Board Training***

- a. General training – yearly requirement for board, CEO, library staff, volunteers to complete Workplace Harassment Policy. Board of directors have all reviewed Policy HR-07 – Human Rights – Discrimination and Harassment policy.
- b. AODA training – required by law for board of directors to complete. Here is a link to the [Free AODA Online Training](#) so that everyone can complete prior to next meeting.

**15. Date of Next Meeting:**

15.1. **Wednesday December 20<sup>th</sup> @ 6pm**

**16. Adjournment:**

Motion **2023-10-19-08** to adjourn the meeting.

- Moved by Marian
- Seconded by Nicole

Carried

**Meeting adjourned at 7:53 pm**

## **CEO Notes – November 16th 2022**

### **Programming**

- 15 Youth are registered in our After School Tutoring program.
- Barn Boards – maintains its popularity.
- November and through December the library will host a variety of workshops that are seasonal based
- Kelly- Anne Whalen will be launching her second book of poetry in mid-December
- The Library received a \$1000.00 Community Grant through Walmart Belleville – this money will be put towards – three backpacks to enhance the very popular Ontario Parks Passes and the Quinte Conservation Passes. The library should expect to receive the \$1000.00 by December – Program will launch in 2024.
- The Ontario parks pass application has been submitted for 2024 –it was expressed how frequent the passes were borrowed and explained that the library through regular program dollars purchased a third pass to keep up with the demand.

### **Stats:**

New Patrons **296** Patrons / 2022 we welcomed 141 new patrons

**115** Libby App Users

**154** individual requests for Inter Library Loan Material – this is approximately \$3000.00 in material loaned between Ontario Public Libraries.

### **Other Update:**

- The Commonwell LEAF Grant – Open until Friday, November 17<sup>th</sup> – and Successful applicants will be announced Friday, December 1<sup>st</sup>. If you have not done so, please add your submission. If you have other members of your household with an email address, please encourage them to add their words of support.
- Lillian received a bouquet of flowers in early November. Lillian had worked with a Patron and patiently assisted a technology challenge, on top of this Patrons already stressful personal situation.

**Request for the December Newsletter:** Inspired by the audiobook Bibliotech: Why Libraries Matter More Than Ever in the Age of Google, by John Palfrey – are plans for the December Newsletter will be to layout books we have read from the library and via the Libby App and make a spreadsheet with market value. If you would consider participating and submitting your, year at a glance, please forward this to Kristin by

December 1. Please Include item (book, audiobook, ebook, magazine) and the Market Value. You do not need to include the title of the item. It could really just be I have read 30 books, market value \$600.00, Magazine Subscription \$110.00

### October 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	1094.38	-94.38	-9.438
FTC/Music and Motion	2000	1971.39	28.61	1.4305
Programming	1000	485.1	514.9	51.49
Furnishing	400	63.1	336.9	84.225
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	437.17	162.83	27.13833333
Custodial Services	5170	3902.08	1267.92	24.5245648
Septic Pumping	1200	1639.91	-439.91	-36.65916667
Booking/Accounting Software	1600	1598	2	0.125
Advertising	200	174	26	13
Water	75	51.23	23.77	31.69333333
Printing/photocopying	1700	823.21	876.79	51.57588235
E-Resources	1700	1659.63	40.37	2.374705882
Books/DVD	7000	5906.28	1093.72	15.62457143
Wages	112014	86723.8	25290.2	22.5777135
Student Wages	29945	20630.81	9314.19	31.1043246
<b>Total</b>	<b>184743</b>	<b>139969.23</b>	<b>44773.77</b>	<b>24.23570582</b>

