

Markstay-Warren Library Board
May Meeting Minutes
Held 6:30 p.m., Monday, May 8, 2023, Markstay Council Chambers & Zoom

In Attendance:

Christiane Colard (Acting Chair)
Monica McDonald via Zoom
Ginette Laporte
Linda Sorensen
Thomas Leslie, designate Councillor
Rachelle Poirier, alternate Councillor

Staff:

Pamela Kelly, CEO

Recording:

Pamela Kelly, CEO

Regrets:

Sophie LeBlanc

1. Call to order

This meeting was called to order at 6:30 p.m. by acting Chair.

2. Declaration of pecuniary interest

None

3. Adoption of agenda

#23 - 29

Moved By: Linda Sorensen

Seconded By: Ginette Laporte

BE IT RESOLVED THAT the agenda for the May Library Board meeting held on May 8, 2023 be accepted as circulated.

CARRIED

4. Minutes of previous meeting – March 13, 2023

#23 – 30

Moved By: Ginette Laporte

Seconded By: Linda Sorensen

BE IT RESOLVED THAT the minutes from the March meeting held on March 13, 2023 be accepted as circulated.

CARRIED

Minutes of closed meeting – March 13, 2023

#23-31

Moved by: Ginette Laporte
Seconded by: Linda Sorensen

BE IT RESOLVED THAT the closed minutes from the March meeting held on March 13, 2023 be accepted as circulated.

CARRIED

5. CEO Report for March & April 2023

In addition to print report:

- CEO updated on staffing and the necessity of CEO being required to fill in during the school hours at the Markstay branch.
- CEO is now required to apply for permits with the R.D.S.B. when using the outdoor grounds.

#23 – 32

Moved By: Linda Sorensen
Seconded By: Ginette Laporte

BE IT RESOLVED THAT the CEO's report for March & April 2023 be accepted as circulated.

CARRIED

6. Financial Report

#23 – 33

Moved By: Ginette Laporte
Seconded By: Linda Sorensen

BE IT RESOLVED THAT the financial reports dated April 28, 2023 be accepted as circulated.

CARRIED

#23 – 34

Moved By: Linda Sorensen

Seconded By: Ginette Laporte

BE IT RESOLVED THAT the financial statements for 2022 to date be accepted as circulated and that the Board requests any unspent funds from 2022 be transferred to the library reserves.

7. Correspondence

7.1 Ontario Ministry of Labour – What’s New

Minimum wage is to increase from \$15.50 to \$16.55 in October. We did not factor this increase into our budgeted amount for student, therefore less hours will need to be given.

7.2 Federation of Ontario Public Libraries – Updates

No mention of any increase of dollars for public libraries.

8. New Business

8.1 O.L.S. Spring Board Training & Orientation Sessions

Upcoming opportunities of newly added dates June 15 and September for board training. CEO is happy to assist anyone with the OLS site and suggests members work on their own pace through year 1 roles and responsibilities.

8.2 2023 Proposed Budget

Upcoming council meeting, May 15th, hopefully this will be the final passing of the submitted budget.

8.3 Policies, Bylaws and Procedures – Schedule for Review

Board member Sorensen has prepared a working table of contents and schedule for review which will see members through to the end of the library term.

8.4 FN-01

8.5 FN-02

8.6 FN-03

8.7 FN-04

8.8 FN-05

8.9 FN-06

Board members reviewed Foundation Policies and discussed edits which will be made to bring forth for review at next board meeting. Member Sorensen will put together Board Bylaws within the Governance Policy and CEO will have this sent one week prior to meeting to all members.

8.10 Board vacancy

Deadline for Board recruitment was May 8th and no interest shows. This will be reposted.

8.11 Summer Students

Summer Experience Grant was approved and funding for 100% of the Sports, Culture, and Recreation programmer. Deadline to apply is May 19th and interviews to follow with CEO and two board members.

One position was also granted for Canada Summer Jobs for 50% funding. CEO contacted organization prior to decision to advise we would not be able to accept this year.

8.12 Advertising

Once budget has been approved CEO will look into purchasing book bags which did not occur last year due to additional spending on air conditioning unit. Members suggested looking into 4imprint and Shutterfly. Staff shirts for use during community events with our new logo will be looked into.

8.13 Equipment

Donated urban and spirt poles require some form of unit to be housed at both branches. A puzzle board for the Warren branch is also on our wish list. Items will be ordered once budget goes through.

9. Other

10. **Next Meeting** – June 12, 2023 – Markstay Council Chambers and Zoom at 6:30 p.m.

11. Closed Meeting

12. Motion to adjourn

Meeting adjourned at 7:19 p.m.

#23 - 35

Moved by: Linda Sorensen

CARRIED