

Ramara Township Public Library Board

Thursday, Oct. 19, 2023 – by Zoom, from our homes

Board members present: Jane Ste. Marie, Dayle Rochon, Ninette Gyorody, Ken Szijarto, Karen Whitehorn, Donna Hewitt, Councilor Sherri Bell, Janet Banfield, Adrienne Davies

Regrets: Deputy Mayor Keith Bell

1. Call to order: 1:01 p.m. by Chairperson Jane Ste. Marie

(Donna Hewitt entered the meeting at 1:02 p.m., followed by Councilor Sherri Bell at 1:04 p.m.)

2. Consent agenda: none

3. Approval of agenda:

Motion #2023-40 Moved by Ken Szijarto, seconded by Karen Whitehorn that the agenda be accepted. Carried.

4. Declaration of conflicts of interest: none

5. Minutes of preceding meeting: distributed

Motion #2023-41 Moved by Dayle Rochon, seconded by Karen Whitehorn that the minutes of the previous meeting be accepted as tabled. Carried.

6. Business arising from the minutes:

Provide Jane with the number of surveys by hard copy – Janet Banfield, done.

7. In Camera: none

8. Correspondence: none

9. Chairperson's remarks: Jane Ste. Marie

Jane and Janet did a library presentation, that included the results of the summer survey, to the Committee of the Whole on Monday – there was a long wait, but the Council was interested. It was a great opportunity to prepare Council for the budget presentation this coming Monday in which they expect more questions. Jane has provided Health and Safety documents for the library's use. Jane thanked everyone for their help with the Book Sale again.

10. Treasurer's report: distributed, Janet Banfield for Manon Higgins

Rental expense reflects the loss of Brechin branch. Capital equipment expenses have been offset by the recent technology grant. Karen asked how the Council had taken the library's presentation. There were no questions asked at the time. Janet will ask program staff for feedback so that she can answer questions about the impact of the library on the community, children, etc., in preparation for the budget meeting. QR codes might be linked to the Township as a different way of getting patron feedback to Council. Sherri promoted usage of the 'Have Your Say' feature on the Township's website. At the Senior Team Leadership meeting, it was suggested to all departments that they make their budgets leaner. Janet removed the Brechin photocopier replacement from Capital and stated that the 2024 budget will be challenging.

Motion #2023-42 Moved by Sherri Bell, seconded by Ken Szijarto that the Treasurer's report be accepted. Carried.

10. Treasurer's report – cont'd:

2024 Draft revised Library budget:

Brechin photocopier will now be replaced in 2025 – this is reflected in both the Capital forecast and the Operations budget.

Motion #2023-43 Moved by Karen Whitehorn, seconded by Sherri Bell that the Draft revised Library budget be approved. Carried.

11. Chief Executive Officer's report: *Janet Banfield*

Key components for the temporary Brechin location have been set up in the meeting room and staff are ready for programming, drop-off and pick-up of materials, public computers with Internet, Wi-fi and photocopying, printing, and scanning services available. Faxing cannot be offered as there is no dedicated phone line. The hours it will be open are Thursdays, 12-6 p.m., and Saturdays from 10-2 p.m. After-school programming will be on Thursdays starting next week from 4-5 p.m. and Craft and Connect on Saturday mornings from 10-11 a.m.

Sherri brought up a patron concern about finding the library's location – not in the Medical Building. Janet has requested that the new Brechin sign be placed at the entrance to the Ball Park so the public is aware of the new temporary location.

All the new that was purchased with the Technology grant has been tested and is working well. A partnership with EarlyON has been revived and programs will start in November.

Janet has applied for a grant for the Feeding Families Holiday campaign.

Janet congratulated Jane on receiving a "Spirit of Ramara" award. In her short time living in Ramara, Jane has made a considerable impact on her volunteer work. The award is well-deserved.

Awareness of food insecurity is being addressed by the Rooted in Ramara initiative. Ken asked for more information about Feeding Families – he is aware of some hunger issues at Uptergrove, but more at Twin Lakes. Some discussion has arisen about providing a mobile food bank, much like that in Brock Township, perhaps in partnership with The Sharing Place Food Centre in Orillia. Donna offered the idea of a community refrigerator.

Sherri is working on a strategic plan for Ramara and hopes to include Rooted in Ramara so that there is money budgeted.

12. Council's report: *Councilor Sherri Bell*

Sherri and Jen Fisher are working on Rooted in Ramara together. The Ramara Experience kick-off event was very successful. Jill Dunlop shared the event and ideas with the result that various communities across the province are watching for success. Coordinators are needed for an event for Earth Day. Sherri is hoping to secure funding to host a drone light show Canada Day celebration.

There has been no new development planned for the Brechin subdivision. On Monday, Council will try to stretch the budget. Lack of medical care could be resolved by the purchase of a dedicated bus and implementation of mobile health care.

13. Committee reports: *none*

14. Other business:

Health & Safety: patron incident/staff security. A solution would be to have 2 staff always working, but scheduling is a problem with being short-staffed. Succession planning has added another challenge to budgeting. The library abides by the Township's Health and Safety policies and library staff have a voice at the table. There are Incident Report forms and Near-Miss Incident forms which staff use. At this point, striking a working group/committee would be redundant. Jane pointed out that by law an employer must have Health and Safety procedures in place. ***ACTION: Janet to reach out to other entities to see what policies they have in place.*** Regarding safety for staff working alone, Dayle suggested a Neighbourhood Watch-type group could help and Sherri mentioned reviving the Community Safety Group. Jane has provided policies from her former employment.

15. Friends of the Library report: *Janet Banfield, Adrienne Davies*

There will be a bake table and a silent auction on Nov. 4th during the Craft Sale at the Ramara Centre. We welcome baked goods to sell. There will be an online auction starting on November 8th as a continuation of the Craft Sale fundraising. We have a meeting on November 7th via Zoom to debrief from the Craft Sale and plan a December lunch.

16. Public comments:

This evening Jane and Jo-Hellen will be attending Simcoe Reads and Jane will be defending her book choice, Awarding Curiosity.

17. Date and location of next meeting: *Thursday, November 16, 2023, 1 p.m., by Zoom*

18. Adjournment:

Motion #2023-44 Moved by Karen Whitehorn that the meeting be adjourned at 2:32 p.m.