

RAMARA PUBLIC LIBRARY BOARD
Thursday, October 16, 2025
1 p.m., Ramara Centre

Board members present: Jane Ste. Marie, Donna Hewitt, Elise Schofield, Deputy Mayor Keith Bell, Councilor Joe Gough, Heidi Stanley, Colleen McKee, Adrienne Davies

Absent: Karen Whitehorn

Regrets:, Dayle Rochon

Vision

*Ramara Township Public Library enhances the quality of life in our rural township
by providing public spaces, resources, and services
to meet our community's changing needs.*

1. Call to order: 1:05 p.m., Jane Ste. Marie

2. Consent agenda: none

3. Approval of agenda:

Motion #2025-64 Moved by Joe Gough, seconded by Keith Bell that the agenda be approved. Carried.

4. In camera:

Motion #2025-65 Moved by Heidi Stanley, seconded by Joe Gough that the meeting be moved *in camera*. Carried.

Motion #2025-66 Moved by Heidi Stanley, seconded by Keith Bell that the *in camera* minutes of September 18, 2025 be accepted. Carried.

CEO Performance Annual Review – to be part of the November Board meeting.

Motion #2025-67 Moved by Heidi Stanley, seconded by Joe Gough that the *in camera* session be ended. Carried.

Motion #2025-68 Moved by Joe Gough, seconded by Keith Bell that staff proceed as directed. Carried.

5. Declaration of conflicts of interest: none

6. Minutes of preceding meeting(s):

Motion #2025-69 Moved by Colleen McKee, seconded by Donna Hewitt that the minutes of September 18, 2025 be approved. Carried.

7. Business arising from the minutes:

- Capital Expense account: \$128,743.
- Capital Expansion account: \$44,738.
- Market Fair Value budget: a request to Council for \$10,000 will be tabled for 2026.
- Strategic Planning: through ILS is \$25./hr. and will be available to us in 2026. After discussion trustees agreed on a Wednesdays for Strategic Planning.

8. Correspondence: none

9. Chairperson's remarks: *Jane Ste. Marie*

The AGM was very well-planned, and the takeaways were brilliant. It's wonderful to see the children so excited about activities. We are very fortunate to have such great staff.

10. Treasurer's report: *Elise Schofield for Manon Higgins, attached*

Motion #2025-70 Moved by Joe Gough, seconded by Keith Bell that the Treasurer's report be accepted. Carried.

11. Chief Executive Officer's report: *Elise Schofield, attached*

Elise is looking for a grant for the Library of Things.

She is also researching the possibility of Library vending machines for underserved areas like Washago.

Accessibility requirements have been met.

The budget has included supporting a Board member to attend a session for trustees at the OLA Conference at the end of January. Ended up moving funds for Strategic Planning instead of OLA for the Board.

There will be no December meeting, but a Christmas lunch with staff.

12. Council report: *Deputy Mayor Keith Bell, Councilor Joe Gough*

The concern of expenses for expanding sewer and water is on Council's plate at the moment. The Mayor's budget is a new approach which will be up for public scrutiny and discussion at Council before being ratified in November. Events coming up in Ramara: Washago Santa Claus Parade and the Witches' Brew-ha-ha at Joyland Beach Hall, catered by Brechin Legion.

13. Committee reports: *none*

14. Advocacy Reports:

Jane and Elise will be attending the opening of a new library branch in East Gwillimbury. Jane is eager to see the innovations like the expanded Library of Things and the Makers' Space. Elise has been out in our community and others, sharing news of our Library and programs.

15. Other business:

- Board Policy schedule, *attached* – it is best practice that the Board review policies each term (within every 4 years). Elise has tried to group policies with a theme e.g. Next year we will review the financial policies. Trustees have individually studied the policies that Elise provided by email.
- Human resources policies, *attached*
 - HR-01 Coverage and Purpose of the Human Resources Policy Manual
 - HR-02 Workplace Accessibility policy
 - HR06 workplace Code of Conduct
 - HR-07 Workplace Health and Safety Policy
 - HR-08 Confidentiality Policy
 - HR-11 Recruitment and Selection Policy

- HR-19 Location and Hours of Work Policy

Motion #2025-71 Moved by Joe Gough, seconded by Keith Bell that the Board make one motion to accept all policies. Carried

Motion #2025-72 Moved by Joe Gough, seconded by Heidi Stanley that the Board approves policies HR-01, HR-02, HR-06, HR-07, HR-08, HR-11, and HR-19. Carried

- OLS Library Board Conference
- December Board/Staff lunch/dinner – early in December?

Action: Elise will find a date and a place to have lunch and let everyone know.

16. Friends of the Library report: *Heidi Stanley*

There are new members to join us in our continued fundraising. We are appearing on the Library's e-blast to get the word out that we are an organization that supports the Library, making many programs free. We will again join the Craft Fair at the Ramara Centre on October 25.

17. Public comments: *none*

19. Date and location of next meeting: November 20, 2025 by ZOOM

20. Adjournment: 2:12 p.m..