

Ramara Township Public Library Board

Thursday, Nov. 16, 2023 – by ZOOM, from our homes

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

Regrets: Deputy Mayor Keith Bell, Ninette Gyorody, Councilor Sherri Bell

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

2. Consent agenda: *none*

3. Approval of agenda:

Motion #2023-45 Moved by Adrienne Davies, seconded by Donna Hewitt that the agenda be accepted. Carried.

4. In Camera:

Motion #2023-46 Moved by Ken Szijarto, seconded by Karen Whitehorn that the meeting be taken *in camera* for a personnel matter. Carried.

Motion #2023-47 Moved by Karen Whitehorn, seconded by Dayle Rochon that the *in camera* session be ended. Carried.

Motion #2023-48 Moved by Ken Szijarto, seconded by Donna Hewitt that the Board receives the CEOs 2024 goals as amended. Carried

Motion #2023-49 Moved by Karen Whitehorn, seconded by Ken Szijarto that the Board accepts the CEOs 2023 performance review and thanks Janet Banfield for all her hard work during a difficult year. Carried.

Congratulations were extended to Janet for a job well done in a difficult year.

5. Declaration of conflicts of interest: *none*

6. Minutes of preceding meeting: *distributed*

Motion #2023-50 Moved by Karen Whitehorn, seconded by Ken Szijarto that the minutes of the previous meeting be accepted as amended. Carried.

7. Business arising from the minutes:

Janet has made available some examples of Health and Safety policies.

8. Correspondence:

A letter was received and shared about banning books from libraries. Ken suggested that the Board endorse this letter. He asked for the reaction of other boards. **ACTION: Janet will inquire with other libraries and report at our January meeting for discussion.**

Jo-Hellen provided a thank you card to the library board and staff.

9. Chairperson's remarks: Jane Ste. Marie

Congratulations to Janet and her staff for stellar program options. Kids in Brechin are happy with the open hours at the Brechin Community Centre building. Staff also continue to try outreach at other community centres with different levels of success – they are to be commended for continued efforts.

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

The Ministry grant for \$24,370 should arrive sometime in late November. There will be payment that will still be forthcoming for 2023 after December 31st and year-end usually gets finalized in the first quarter of the following year. The account number on CIBC bank statements will be redacted when sharing.

Motion #2023-51 Moved by Dayle Rochon, seconded by Karen Whitehorn that the Treasurer's report be accepted. Carried.

11. Chief Executive Officer's report: Janet Banfield

The library will partner with Big Brothers Big Sisters of North Simcoe to offer space for the school mentoring program.

ACTION: Janet will take our concerns back to the infrastructure department to see if there is another solution.

Ministry guidelines don't allow for the Brechin Library signage to be erected at the entrance to the Community Centre space.

(Ken Sijarto left the meeting at 1:55 p.m.)

Outside lights at the Brechin location have been replaced and the temporary location is appreciated by the community.

12. Council's report: none

13. Committee reports: none

14. Other business:

Health & Safety: the township is reviewing their policy, but the library must have its own general Health & Safety policy. Janet proposed to purchase individual security fobs for staff as an extra level of security. The board supported the purchase, but Janet will check with staff prior to purchasing. Janet schedules library staff to work alone in the morning while she is in the office and then doubles up in the afternoons/evenings so that staff are not closing the library alone, whenever possible.

Janet presented a revised copy of the library's General Health & Safety policy, with input from Jane to the Board.

Motion #2023-52 Moved by Donna Hewitt, seconded by Karen Whitehorn that the General Health & Safety policy be amended as directed. Carried.

The Recreation Department will have another township employee work at the Ramara Centre if staff are working alone.

14. Other business – cont'd:

The township's Joint Health & Safety Committee is supposed to be revisiting their Health and Safety policies at their December meeting. Any proposed changes will be presented at the January meeting. Ken has sent a link to the Ministry of Labour website for policy recommendations.

CIRC-17 - Exam proctoring. Janet recommended that a student must bring their own scribe for exam proctoring in the library as we do not have the staff resources. **ACTION: Janet will make revisions for approval at our January meeting.**

Circ-15 – Hours of Operation was revised to include those of the temporary location in Brechin.

Motion #2023-53 Moved by Karen Whitehorn, seconded by Donna Hewitt that
Circ 15 – Hours of Operation be amended as directed. Carried.

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

October Craft Sale - all the baked goods sold, and the silent auction was a success as well. The online auction will run until December 15th and close at midnight. The Friends chairperson picked the winning ticket for the quilt draws.

16. Public comments: *none*

17. Date and location of next meeting: *Lunch, Dec. 4: location - TBA.*
Business meeting Jan. 18, 1 p.m. by ZOOM
(We will discuss upcoming meeting dates and time at January's meeting)

18. Adjournment:

Motion #2023-54 Moved by Dayle Rochon that the meeting be adjourned at 2:36 p.m.