

RAMARA PUBLIC LIBRARY BOARD MEETING MINUTES
Thursday, January 15, 2026
12pm, Zoom

Board members present: Jane Ste. Marie, Donna Hewitt, Elise Schofield, Dayle Rochon, Councilor Joe Gough, Adrienne Davies

Regrets:, Heidi Stanley, Karen Whitehorn, Deputy Mayor Keith Bell, Colleen McKee

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:** 12:15 p.m, Jane Ste. Marie, Chair (Elise continued to make calls reminding trustees of the meeting time change.)

2. **Consent agenda:** none

3. **Approval of agenda:**

Additions to Agenda; to **CEO report** - discussion about strategic planning

Motion #2026-01 Moved by Joe Gough, seconded by Donna Hewitt that the agenda be approved as amended. Carried

4. **In camera:**

Motion #2026-02 Moved by Dayle Rochon, seconded by Donna Hewitt that the meeting be moved in camera. Carried

Motion #2026-05 Moved by Joe Gough, seconded by Donna Hewitt that the *in camera* session be ended. Carried

Motion #2026-06 Moved by Joe Gough, Seconded by Dayle Rochon, that the *in camera* minutes of September 18, 2025 are approved, as amended.

Motion #2026-06 Moved by Joe Gough, seconded by Donna Hewitt that the CEO proceed as directed. Carried.

5. **Declaration of conflicts of interest:** none

6. **Minutes of preceding meeting:** November 20, 2025

Motion #2025-07 Moved by Dayle Rochon, seconded by Donna Hewitt that the minutes of November 20, 2025 be approved. Carried.

7. **Business arising from the minutes:**

Presentation to Council for the Market Fair Value Review for \$10,000 from Reserves were put on hold. A meeting will be held with the CEO, Board Chair, and relevant Township Staff to discuss Reserves.

Map of Ramara - cannot update from Canada Post codes for Lagoon City.

Community Consultation Survey - 160 surveys have been submitted so far. Elise reminded the Board to take the survey and ask others to as well.

Board Composition Motion – typically a Library Board is made up of 5-9 members ; our bylaw requires 9 members. Due to being a small system, it is suggested to amend bylaw to be 7-9.

Action: The discussion will be held until the February meeting. A decision does not have to be made until fall.

8. Correspondence: *none*

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

Lots of programming led to parents happy with the Library's offerings. Trustee Karen Whitehorn volunteered with the children's party for Noon Years.

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

2025 budget and actuals were presented and discussed by Elise. The numbers may vary as reconciliation is being completed still.

Misc revenue will continue to be over. Already there is a considerable amount in memory of Pat Berner. Board will have to develop a **Sponsorship and Donations** policy.

Motion #2026-08 Moved by Joe Gough, seconded by Dayle Rochon that the Treasurer's report be accepted. Carried.

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

We did not get the LEAF grant for the 'vending machine' in Washago. Elise will continue to look at other avenues.

There will be no paid summer students this year but we may revisit the possibility in 2027

The Library is hosting free tax clinic for the community. The CRA is providing volunteers. This begins end of March.

The newsletter is out and the membership drive will be evaluated in February. Members inactive for up to 8 years are being removed from the system.

Elise shared the statistics spreadsheet.

The AGM should be separate from a regular meeting. The hybrid meeting format worked.

Action: Elise will send out dates to review.

Strategic Planning was discussed.

12. Policy schedule: *Elise Bethune*

Dayle wanted clarification of the schedule for reviewing policies. Elise has sent out a policy review schedule.

13. Council report: *Councilor Joe Gough*

There are 2 new employees at the Twp office.

Jane wanted to confirm that Manon was invited to Board meetings.

14. Committee reports: none

15. 2025 Statistics report: *Elise Bethune*

Overall Statistics, presented.

Revenue Statistics, presented.

16. Advocacy reports: *Elise Bethune*

Letter of Support to the Brechin Legion for further funding to their organization while re-stating the strong partnership of the Library with the Legion.

Library CEO will be representing Ramara at the Ontario Library Association Superconference.

Library CEO has been picked as the Ontario Library Service to present to Public Libraries in Eastern Ontario.

Library will be advertised in the Chamber's business brochure.

Rebecca, Library Assistant, has been advocating and partnering for the Library with the Lion's Club, Simcoe County Cataloguers, and more.

Sarah, Children's Librarian, and Rebecca, Library Assistant, have active partnerships for programs that can be viewed in the January-June flyer improving and expanding the Library's reach and audience in Ramara.

Rebecca, Library Assistant, and CEO are conducting a Library Membership Campaign for 2026. We request the Board to send new members our way, encourage signups, or request a library staff member attending your organization for a presentation.

CEO presented to the Brechin Legion to review Library services to the community and sign-up new members.

17. Other business:

Elise presented some opportunities for Trustees training:

HR Series: Board Responsibilities and HR Oversight \$175 -- Feb 26 at 10:30 am – 12 pm

HR Series: Evaluating the CEO \$175 -- March 26 10:30 am - 12 pm

We will discuss these at the next Board meeting.

Action: Elise will collect board members interested in participating.

18. Friends of the Library report: *Adrienne Davies*

Next meeting, Monday, February 9 at 10 a.m.

19. Public comments: *none*

20. Date and location of next meeting: February 19, 1 p.m. by ZOOM

21. Adjournment: 2:04 p.m..