

RAMARA PUBLIC LIBRARY BOARD

Thursday, February 19, 2026

1 p.m., by ZOOM

Board members present: Jane Ste. Marie, Donna Hewitt, Elise Schofield, Heidi Stanley, Karen Whitehorn, Colleen McKee, Adrienne Davies (Deputy Mayor Keith Bell joined later)

Regrets: Dayle Rochon, Councilor Joe Gough

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:** 1:03 p.m., Jane Ste. Marie, Chair

2. **Consent agenda:** none

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

4. **Approval of agenda:**

Motion #2026-09 Moved by Heidi Stanley, seconded by Karen Whitehorn that the agenda be accepted as presented. Carried

5. **In camera:**

Motion #2026-10 Moved by Colleen McKee, seconded by Heidi Stanley that the meeting be moved *in camera*. Carried

Motion #2026-12 Moved by Colleen McKee, seconded by Karen Whitehorn that the *in camera* session be ended. Carried

6. **Minutes of preceding meeting:** January 15, 2026

Corrections: (*adding mover or seconder to motions*)

Motion #2026-01 Moved by Dayle Rochon, seconded by Donna Hewitt that the minutes of November 20, 2025 be approved as amended. Carried

Motion #2026-06 Moved by Joe Gough, seconded by Daye Rochon that the *in camera* minutes of September 18, 2025 are accepted as amended. Carried.

Motion #2026-13 Moved by Karen Whitehorn, seconded by Donna Hewitt that the minutes of January 15, 2026 are accepted as amended. Carried.

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

- Board composition - although there are 9 trustees on our Board, the norm for a community of our size is 7. To be discussed further of whether Board composition to be re-evaluated to amend Township Bylaw.
- HR Series: Board Responsibilities and HR Oversight (\$175) – February 26, 10:30 a.m.–12:00 p.m. – Heidi is going to attend.
HR Series: Evaluating the CEO (\$175) – March 26, 10:30 a.m.–12:00 p.m. - Donna will attend

- 2026 Annual General Meeting (AGM) – date confirmed - September 17, 2026 (Board meeting at 1 p.m., AGM at 6 p.m.)
- Library Reserves –and Elise will meet with Township Staff to discuss Reserve authority and usage on March 16.
- Community Consultation Survey Results (attached). Elise provided an overview.
- Strategic Planning (ongoing). Discussed having another community survey in July to capture seasonal users and updating plan goals in September. Launch official Plan in October for 25th Anniversary and Ontario Public Library Week.

8. Correspondence: *none*

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

- Strategic planning session went well and Jane enjoyed the process, trusting Brandon from OLS to guide us through.

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

- We had a great ILLO rebate where we recovered all costs of ILLO postage, plus some (thank you Lori).
- Amazon Membership for 2025 has been refunded and going forward will be free for the Library.

11. CEO's report: *Elise Bethune, attached*

- Statistics for revenue and library usage was reviewed.
- Policies:
 - HR-03 Workplace Violence and Harassment policy
 - HR-07 Workplace Health and Safety policy

Motion #2026-14 Moved by Heidi Stanley, seconded by Donna Hewitt that the HR-03 - Workplace Violence and Harassment policy, and HR-07 - Workplace Health and Safety policy be accepted as presented. Carried.

- OP-606 Political Elections policy - the Board will discuss this at our next meeting.

12. Council report: *Deputy Mayor Keith Bell*

- Garbage and recycling pickup are an ongoing issue with some areas being neglected, Grant possibilities may be available for children and youth sports programming.
- Council recognized Black History Month.

13. Committee reports: *none*

14. Advocacy reports: *Elise Bethune*

- Elise is the Spotlight Speaker for Ontario Library Service in April. She is working with 3 other libraries to provide a Simcoe-Muskoka area conference on September 21 in Penetanguishene.

15. Other business:

16. **Friends of the Library report:** *Adrienne Davies, Heidi Stanley*
 - It's time to pay yearly dues. Our next meeting in early March will give us a chance to plan for the coming year.
17. **Public comments:** none
18. **Date and location of next meeting:** Thursday, March 26, 2026 via ZOOM.
19. **Adjournment:** 2:20 p.m..