

# Ramara Township Public Library Board

Thursday April 20, 2023 – via ZOOM from our homes

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

**Regrets:** Ninette Gyorody

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

**2. Consent agenda:** *none*

**3. Approval of agenda:**

*Motion #2023-13* Moved by Karen Whitehorn, seconded by Sherri Bell that the agenda be adopted as amended. Carried.

**4. In camera:** *none*

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

**6. Minutes of preceding meeting:**

*Motion #2023-14* Moved by Ken Szijarto, seconded by Keith Bell that the minutes of the previous meeting be accepted. Carried.

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

Schedule Ad Hoc Committee meeting: *Janet Banfield, done.*

**8. Correspondence:** *none*

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

Jane and Janet will attend the May 8 Ramara Chamber of Commerce AGM to receive the Library's Customer Service Award. We should be very proud of our staff who work so well together to provide programs and information to our patrons. The Ramara Library Quilters will also receive the Community Services award.

**ACTION:** Jane will send an email to staff on behalf of the Board, congratulating them on their achievements.

The gym floor has been refinished and is ready for activities to proceed.

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

When the Township's audit is done, they will be charging us with the expenses incurred over the past year. The charges will come out of our bank account which should be reflected in the next statement. Staff course expenses are not added yet. Computers will be upgraded or purchased in the fall and the number of computers will be replaced.

*Motion #2023-15* Moved by Keith Bell, seconded by Donna Hewitt that the Treasurer's report be accepted. Carried.

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

Janet has completed the reporting paperwork for the Annual Provincial Survey so that we will receive the 2023 Conditional Grant. With the incoming resources from the SCL closure, staff have had to weed our collection. Because of the mold issue in the Brechin branch, the additional SCL materials have been stored in the Brechin Park meeting room.

There will be a book sale at the Ramara Centre on April 29. We are using student volunteers to help, giving them some required community service hours.

Janet has applied for a Community Foundation grant for professional development hoping to have the Board and staff meet in September to participate.

The popular personal tutoring program will end as the grant funds have dried up, but Christy prepared a helpful brochure to hand out to parents and the Library now has a tutoring support site called "*Brainfuse – HelpNow*" on our website which will help fill the gap.

#### **12. Council report: Deputy Mayor Keith Bell, Councilor Sherri Bell**

Council is instigating a Senior Volunteer Award and will be seeking nominations. The equipment-naming in Lagoon City has been settled. Rooted in Ramara will be putting in community gardens at 11 community centers, to promote food sustainability and security across the township. There will be a relaunch of the Community Safety Committee with an emphasis on providing education to the community.

#### **13. Committee reports:**

Karen attended a workshop/meeting offered by Ontario Library Service and was very impressed by the variety of courses and workshops available, not all relating specifically to Library Boards, but providing guidance in governance for all groups with a reminder that we are governed by the Ontario Libraries Act. Our staff have taken courses in mental health (including de-escalation) and accessibility training. Karen will send the info and links to all. *10 Things to Know* is an eye-opener for those accepting responsibility for guiding the public. There is a new conference coming up in June.

Ken pointed out that in the U.S. there is a trend toward defunding libraries. Janet pointed out that eBooks are 3 times as expensive as hard-cover books and their loaning activity is limited. Simcoe County Library Services paid the initial setup fees for OverDrive, and without that, our Library could never have afforded to offer this service. Due to the disbanding of SCL, individual libraries will now have to take on the financial burden of purchasing eBooks and audiobooks for the shared collection. In Ramara, there are still a great number of people reading actual books – this could be generational and may change in future years.

#### **14. Other business:**

Policies Ad Hoc committee – Ken, Jane and Janet met to update and amend some of our policies. Circulation policies have been updated, Equity, Diversity and Inclusion is now in place and along with a revised Canadian Anti-Spam Legislation policy; wording updated for relevance. In addition, a proposed new Policy Development policy was included. It is recommended that policies be reviewed once per term – every 4 years. The Committee suggest that they meet monthly to review and update policies until all are complete. A format change will make it easier to implement. Janet will fix typos. Sherri asked for more time to review the presented changed policies so we will view and pass them at the May meeting

*Motion #2023-16* Moved by Sherri Bell, seconded by Keith Bell that the policy-change discussion be deferred for a month and that trustees have until 9 a.m., May 8 to email their suggestions to Janet. Carried

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

Our AGM is this coming Monday at 10 a.m. to be followed by a regular meeting. There are new bylaws to be approved and election of officers.

#### **16. Public comments:**

#### **17. Date and location of next meeting: Thursday, May 18, 1 p.m., via ZOOM**

#### **18. Adjournment:**

*Motion #2023-17* Moved by Keith Bell that the meeting be adjourned at 2:07 p.m.