

Ramara Township Public Library Board
Thursday, February 24, 2025

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

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

1. Call to order: 1:07 p.m., by *Chairman, Jane St. Marie*, welcoming Elise and sparking a discussion about her first weeks with Ramara Public Library which have been unusual with staff shortages and a new location.

2. Consent agenda: *none*

3. Approval of agenda: *attached*

Motion #2025-10 Moved by Joe Gough, seconded by Donna Hewitt that the agenda be adopted. Carried.

4. In Camera:

Motion #2025-11 Moved by Joe Gough, seconded by Dayle Rochon that the *in camera* minutes of the previous meeting be accepted. Carried.

5. Declaration of conflicts of interest: *none*

6. Minutes of preceding meeting: *attached*

Error: under **Adjournment**, “Wednesday, February 20” change to “Thursday, February 20”

Motion #2025-12 Moved by Karen Whitehorn, seconded by Joe Gough that the Board accept the minutes of the November 24 meeting as amended. Carried.

7. Business arising from the minutes:

Meeting with Twp. staff about proposed film, *Elise Schofield* – the film is unlikely to be set in Ramara.

Photos for press release announcing new CEO, *Elise Schofield* – Elise allowed a photo of herself to be added.

8. Correspondence: *none*:

Brechin location lease agreement between the Corporation of the Township of Ramara and the Ramara Public Library Board: this is the agreement for the Library to have a temporary location within the Township offices at the rate of \$2/yr.

Motion #2025-13 Moved by Joe Gough, seconded by Dayle Rochon that Chairman Jane St. Marie sign the agreement on the Board’s behalf. Carried.

Other concerns were access, security and insurance. The Library will be open only when the building is also open, and security will be the concern of the Township. What is our insurance coverage?

Action: Elise will investigate our obligations as insurance requires.

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

Jane praised Elise's flexibility and adaptability as in the four weeks she has been with our Library she has dealt with snow days, staff sickness and extracurricular events in remote locations (e.g. Brechin Legion). She had attended the OLA Superconference in February. Elise appealed to the Board to send a trustee to one of the Governance sessions next year.

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

This is the final report for 2024 and it states that the Library is under budget. Elise talked about adding a credit card machine to make purchasing and donating easier. Karen added that that will increase the Library's profile. Elise has applied for a grant to offset the cost.

Motion #2025-14 Moved by Donna Hewitt, seconded by Karen Whitehorn that the Board direct the Treasurer to transfer the budget surplus to our Expansion Reserve Fund. Carried.

Motion #2025-15 Moved by Joe Gough, seconded by Karen Whitehorn that the Treasurer's report be accepted. Carried

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

Elise is working on updating our database. She is also working on new memberships. Township staff have expressed an interest in having library cards for staff that do not live in Ramara. The two policies which we are looking at today will clarify who is entitled to a free Library card (living/working/schooling within the Township) and at what age a resident child can have their own card. The wording for non-resident status will be the same on both policies, and the age exemption shall be removed. Elise informed us of a possible reciprocal agreement with Kawartha Lakes.

'Motion #2025-16 Moved by Joe Gough, seconded by Karen Whitehorn that the Board receive the report of the CEO. Carried.

12 Council report: *Councilor Joe Gough*

Another member of the Twp management team has tendered their resignation so staff are again expecting a new colleague. At the recent ROMA Conference, delegates from Ramara were able to meet with Ministers and Joe feels that the results were positive. The proposed renovation of St Andrew's Hall/Standard Bank Building was discussed and a decision will be made on whether the government will help so that the changes can be made. Elise thinks that a decision won't likely be made until later in the year (potentially May). The bridge on Ramara Rd. 46 will be shut down so that repairs can be made. The detour of 23K will be a months-long diversion. The damage from gravel trucks means that Concession Rd 5 may need to be retopped at the same time.

Action: Joe will try to find out how long the detour will be in effect.

13. Committee reports: *none*

14. Other business:

Policies – change "...area..." to "...municipality..."; remove age restriction for under-5-year-olds.

Revise Circ-2: Memberships

Motion #2025-17 Moved by Joe Gough, seconded by Karen Whitehorn that the *Circ-2: Memberships* policy be amended as directed. Carried.

Revise Circ-3, Other Membership Types

Motion #2025-18 Moved by Joe Gough, seconded by Karen Whitehorn that the *Circ-3: Other Membership Types* policy be amended as directed. Carried.

According to the *Occupational Health and Safety Act*, we can use some of the wording from the Township, but we must provide our own policies for issues such as harassment, accessibility, workplace violence, etc., from the points of view of staff and patrons. Elise and Jane made the Board aware of this necessity and asked that trustees accept the responsibility and liability of trustees and CEO in drafting policies.

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

The January meeting invited discussion on advocating for the Library while increasing our membership. One of our members with experience in developing advertising will be sending ideas for flyers for us to decide on. We also discussed fundraising ideas and will research what other groups have found successful. Elise has some fundraising ideas. After the meeting we enjoyed lunch out. The next meeting is in late March.

16. Public comments: *none*

17. Adjournment: *next meeting:* March 20, 2025 via ZOOM

Meeting adjourned at 2:47 pm