

Ramara Township Public Library Board

Thursday September 21, 2023 – by ZOOM, from our homes

Board members present: Jane St. Marie, Karen Whitehorn, Ninette Gyorody, Councilor Keith Bell, Councilor Sherri Bell, Ken Szijarto, Janet Banfield, Adrienne Davies.

Regrets: Dayle Rochon, Donna Hewitt

1. Call to order: 1:04 p.m. by Chairperson Jane St. Marie.

2. Consent agenda: *none*

3. Approval of agenda:

Addition: under **Correspondence** – Invitation to The Ramara Experience event and a Thank you letter from the Central East Correctional Centre.

Motion #2023-35 Moved by Ken Szijarto, seconded by Keith 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: *distributed*

Motion #2023-36 Moved by Adrienne Davies, seconded by Karen Whitehorn that the minutes of the previous meeting be accepted. Carried.

7. Business arising from the minutes:

Reply with letter to resident re: Library programming – Jane St. Marie, *done*.

8. Correspondence:

Letter from Jennifer Vlieger at the Central Ontario Correctional Facility in Lindsay thanking the staff for donating books from the Brechin collection to support their institutional library.

(Sherri Bell entered at 1:08 p.m.)

There will be a reveal of the logo, map and website of The Ramara Experience on October 1 with a party at Longford Mills Community Centre, including an afternoon of square dancing, food and celebrating. Banners and stickers have been donated to the project which aims to raise the visibility and support the community – shopping, directing investing and local funding.

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

Thanks to staff, trustees and volunteers who participated in the massive book sale and all the hours of preparation that went into it.

Jane thanked Janet for being able to change direction on the fly; and for securing the alternate locations for fall programs and congratulations to the staff for adapting and having outstanding patience. She also congratulated staff on excellent programs.

Karen mentioned that she loved the new format of the fall newsletter and that it looked great!

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

The Provincial Grant is still coming – usually in November. The TD reimbursement are still to come. High interest was unexpected, as were the small grants. Under *Advertising* costs: there is one more newsletter to come. Rent will be used by the end of the year. *Surplus – Library Computer Equipment* – there is a large amount remaining because staff were able to replace with the used public computers from Brechin branch. Library Materials will also see a surplus; *Miscellaneous Equipment* will house the technology grant expenditures.

10. Treasurer's report – Cont'd: Janet Banfield for Manon Higgins

Motion #2023-37 Moved by Sherri Bell, seconded by Ninette Gyorody that the Board accept the Treasurer's report. Carried.

The Draft budget for 2024 was presented –The Township Grant will be added once the budget is finalized. We have lost 9 hours/week for the Library Page position and recognized an increase for Library Clerk full-time position, included in the budget, including benefits. There are now 5 full-time library staff. This is important for succession planning as 3 senior staff members are due to retire within the next couple of years.

Training: there were minimal costs during the COVID isolation. but Vanessa is now taking courses for which she will be reimbursed when successfully completed. Coming up are the SuperConference with mileage, meals, etc., as well as Senior Leadership meetings and outreach programming with associated mileage costs.

Communications – requested cell phone from Township which will be activated in October for use at the Brechin location. Additional monthly costs.

Contracted Services – includes \$500 for cleaning Brechin temporary location.

Insurance – will increase substantially.

Rent – there is an increase of 2% - it is unsure what if any rent will be required for use of the Brechin Community Centre room for Library programming and activities.

Postage – is a guesstimate.

COVID – supplies – this line may be deleted.

Misc Expenses - for programming and unexpected expenses

Capital budget.

Capital Library Resource Memberships – some changes from the County holding the licenses.

Library Computer Equipment – photocopier replacement for both Ramara Centre and Brechin

Library materials – reflecting closing of Brechin branch.

Miscellaneous equipment – this is a cushion against items like chairs breaking, the projector dying, etc.

10 Year. Capital Plan: considering 5-yr. replacement. In 2026 there may be a Library solution in Brechin, but increases have not been included.

Motion #2023-38 Moved by Karen Whitehorn, seconded by Ken Szijarto that the Board accept the Draft 2024 Library Operating Budget. Carried.

11. Chief Executive Officer's report: Janet Banfield

Janet and staff had an extremely busy summer on top of having to arrange for the transfer, sale, or disposal of over 9,000 items from Brechin branch – the SeaCan was the most cost-effective plan that was purchased by the infrastructure department, and it will be empty by the end of September. Thanks to volunteers for the massive book sale – from 200 boxes there are 85 left that will be sold sight-unseen through the library. The sale netted about \$854.50 so far. Ken was impressed with the organization of the sale and Janet commended staff for the whole process.

Janet is now negotiating for space in Brechin – for children's programming, a circulation desk for drop off and pick up, access to the online catalogue, and photocopying and other services (no FAX). She hopes to be available on Thursdays, 12 - 6 p.m. and Saturdays, 10 a.m. – 2 p.m.

A very popular and successful Summer Reading Passport program presented by Rebecca covered Library access and Get Ready for Kindergarten program received many accolades from parents.

12. Council's report: Councilor Keith Bell, Councilor Sherri Bell

The 2-year window expired in July so the housing development in Brechin is on hold or cancelled. Five delegates went to recent tradeshow/convention where they networked and advocated for financial support in the future growth of Ramara. There is work being done on a new Official Plan (which the Township has been without for a while). Building purchases: St. Andrew's Hall which is structurally sound and the Standard Bank building which has yet to be assessed. Might one of these be a new home for the library?

13. Committee reports: none

14. Other business:

Summer survey - out of 147 responses, 48% of the respondents were seniors and 38% were between the ages of 56 and 64. 96% approved of Library services. The survey will be highlighted during the upcoming presentation to Council. Jane asked how many hard copies vs. electronic copies of the survey were completed?

ACTION: *Janet to check and get back to Jane re: number of completed paper surveys.*

Presentation to Council – Janet and Jane are scheduled to do a presentation on October 16th. Content will include: Brechin update, Library Digital Services update, Survey results, Summer Programs update and the Community Service Recovery Fund grant.

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

The Craft Show on November 4 will run only from 9 a.m. - 1 p.m. because of the rental rate increase for the auditorium. The Friends are hoping to host a Silent Auction table and a bake table, and the quilters will sell the rest of their raffle tickets as the draw is on that day. Janet hosted an Appreciation Luncheon at Casino Rama to thank volunteers for the work and time put in during 2022.

16. Public comments: *none*

17. Date and location of next meeting: Thursday October 19, 1 p.m., via ZOOM

18. Adjournment:

Motion #2023-39 Moved by Karen Whitehorn that the meeting be adjourned at 2:30 p.m.

Jane added info about the Simcoe Reads debate at which she will be representing our Library on the evening of October 19 at Essa Public Library. Congratulations and good luck are sent to Jane.