

**Ramara Township Public Library Board**  
**Thursday, April 17, 2025**

**Board members present:** Jane St. Marie, Donna Hewitt, Karen Whitehorn, Heidi Stanley, Colleen McKee, Deputy Mayor Keith Bell, Elise Schofield, Adrienne Davies.

**Regrets:** Councilor Joe Gough, Dayle Rochon

**1. Call to order:** 1:07 p.m., by *Chairman, Jane St. Marie*

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

**3. Approval of agenda:** *attached*

*Motion #2025-28* Moved by Heidi Stanley, seconded by Karen Whitehorn that the agenda be adopted. Carried.

**4. In Camera:** *none*

*Motion #2025-29* ~~Moved by Colleen McKee, seconded by Karen Whitehorn that the Board accept the minutes of the *in camera* session of March 20. Carried.~~

ACTION: Motion will be corrected at the next meeting.

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

**6. Minutes of preceding meeting:** *attached*

*Motion #2025-30* Moved by Heidi Stanley, seconded by Donna Hewitt that the Board accept the minutes of the March 20 meeting. Carried.

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

Senior Leadership Team meetings, *Elise Schofield* – Elise in lieu of attending Leadership Meetings she will meet with the CAO on a monthly basis and reduce to eventually be on a quarterly basis.

Insurance responsibilities, *Elise Schofield* - Elise confirmed coverage through the Township which will be switching policies in June. We can direct questions through Elise and she will bring them forth to Manon.

**8. Correspondence:**

Elise walked through the Annual Survey and ensured numbers that greatly differed from last year were explained.

*Motion #2025-31* Moved by Karen Whitehorn, seconded by Donna Hewitt that the Board approve the completion of the Annual Survey to be submitted to the Ministry of Education. Carried.

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

The Library has had some trying times, with staffing issues, seeking a new hire and the recent ice storm disrupting service. Thanks to Elise and staff for their flexibility in responding to these issues, particularly for providing entertainment and relief to patrons depending on Library access.

There was discussion about the Emergency Response Team and whether Elise should be a member. It was pointed out that this was a small-closed group with very specific directives. Elise communicated with the Township during the storm with updates on Library operations.

*(Deputy Mayor Keith Bell entered the meeting at 1:31)*

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

The CIBC statement is included.

The card terminal is ready to be set up in time for the furniture sale on May 17.  
Monthly budget statement attached.

Motion #2025-32      Moved by Karen Whitehorn, seconded by Keith Bell that the Treasurer's report be accepted. Carried

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

Elise was able to acquire a whole collection of CDs which are to be lent out only to those with a print disability. The Library has one Daisy Reader to lend and she would like to purchase another.

The sale of discarded and unused items will be on May 17, 9 a.m. – 2 p.m. There will be books, furniture, and items provided by the Friends, such as plants. Help with the tables and more books for sale are accepted the day of the sale.

Elise commended her staff who made themselves available all day during the ice storm and volunteered after hours while dealing with their own issues which arose.

Elise attached a Quarterly statistics report to the Board to review and had support from the Board to submit the Report to Council.

**12 Council report:** *Deputy Mayor Keith Bell*

Reaction to the ice storm has consumed all of Council's energy as damage is not isolated but is Township-wide. Clean-up crews are out. There will be some help contracted as staff returns to their normal jobs.

**13. Committee reports:** *none*

**14. Other business:**

MOU Committee, *Jane Ste. Marie*

Approval for an MOU Committee to review the draft contract.

Motion #2025-33      Moved by Heidi Stanley, seconded by Colleen McKee that Elise Schofield, Jane Ste. Marie, Donna Hewitt and Adrienne Davies form a committee to develop a Memorandum Of Understanding. Carried.

Bylaws & Governance Policies due for updates, *Elise Schofield* – Donna offered to help Elise strengthen our bylaws, including updating legal signers on behalf of the Library.

OP-02 Emergency Closure and Inclement weather Policy – *Elise Schofield, attached* – add the word under Communications: "inform"

OP-01 Accessibility Policy, *Elise Schofield, attached*

FI-01 Fines & Fees Schedule - *Elise Schofield, attached*

Motion #2025-34      Moved by Heidi Stanley, seconded by Karen Whitehorn that policies OP-02, OP-01, and FI-01 be accepted as presented. Carried.

**15. Friends of the Library report:** *Heidi Stanley*

Annual Meeting (hybrid), April 28, followed by a business meeting. We are actively seeking new members and making ourselves more visible within the Library, on social media, and outreach opportunities. We will be joining in the sale on May 17, with plants from our gardens to be shared/sold. We are discovering that a plan to deliver books from the Library to patrons who need help is fraught with difficulties over insurance and responsibilities.

**16. Public comments:** *none*

**17. Adjournment:** *next meeting:* May 15, 2025 via ZOOM

Meeting adjourned at 2:15 p.m.