

Ramara Public Library Meeting Minutes
Thursday, September 18, 2025
1 p.m., Ramara Centre

Board members present: Jane Ste. Marie, Donna Hewitt, Elise Schofield, Councilor Joe Gough, Karen Whitehorn, Dayle Rochon, Heidi Stanley, Colleen McKee, Adrienne Davies

Regrets: Deputy Mayor Keith Bell

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: 1:09 p.m., Jane Ste. Marie

2. Consent agenda: none

3. Approval of agenda:

Motion #2025-57 Moved by Joe Gough, seconded by Dayle Rochon that the agenda be approved. Carried.

4. In camera:

Motion #2025-58 Moved by Joe Gough, seconded by Donna Hewitt that the meeting be moved *in camera*. Carried.

Motion #2025-59 Moved by Heidi Stanley, seconded by Elise Schofield that the minutes of June 18, 2025 be accepted. Carried.

Motion #2025-60 Moved by Joe Gough, seconded by Karen Whitehorn that Elise Schofield request an amendment to the budget. Carried.

Motion #2025-61 Moved by Colleen McKee, seconded by Dayle Rochon that the *in camera* session be ended. Carried.

5. Declaration of conflicts of interest: none

6. Minutes of preceding meeting(s):

Motion #2025-62 Moved by Joe Gough, seconded by Colleen McKee that the minutes of June 19, 2025 be approved. Carried.

7. Business arising from the minutes: none

8. Correspondence: none

9. Chairperson's remarks: Jane Ste. Marie, provided at AGM

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

Motion #2025-63 Moved by Joe Gough, seconded by Donna Hewitt that the Treasurer's report be accepted. Carried.

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

- 2nd quarter (April-June 2025) report, *attached*
- Fall program newsletter, *attached*
- Mailed newsletter, *hard copies available*

12. Council report: *Councilor Joe Gough*

13. Committee reports: *none*

14. Advocacy Reports

15. Other business:

- Board Policy schedule, *attached*
- Human resources policies, *attached*
 - HR-01 Coverage and Purpose of the Human Resources Policy Manual
 - HR-02 Workplace Accessibility policy
 - HR-06 workplace Code of Conduct
 - HR-07 Workplace Health and Safety Policy
 - HR-08 Confidentiality Policy
 - HR-11 Recruitment and Selection Policy
 - HR-19 Location and Hours of Work Policy

Deferred for next Board Meeting

16. Friends of the Library 2024 report: *Heidi Stanley for Linda Lyons, Chair, Friends of the Ramara Public Library, provided at AGM*

17. Public comments: *none*

19. Date and location of next meeting: October 16, 2025 by ZOOM

20. Adjournment: 2:30 p.m.