

## Ramara Township Public Library Board

Thursday, April 18, 2024 — by Zoom

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

Regrets: Deputy Mayor Keith Bell, Ninette Gyorody

1. **Call to order:** 1:05 p.m. by Chairperson, Jane Ste. Marie

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

3. **Approval of agenda:**

*Motion #2024-18* Moved by Karen Whitehorn, seconded by Adrienne Davies that the agenda be adopted. Carried.

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

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

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

*Motion #2024-19* Moved by Adrienne Davies, seconded by Ken Szijarto that the minutes of the previous meeting be accepted as corrected. Carried.

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

Bequest requirements from the Community Foundation of Orillia & Area - Janet Banfield: update under **Committee reports**.

Schedule a Policy Review Ad Hoc Committee meeting - Janet Banfield: done

8. **Correspondence:** *none*

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

A little research solved our tech glitches with emails.

Our bequest request for information of the Community Foundation gave us insight: other organizations rely on their current donors which we don't have nor an organization to support. We need a base to start from. If we start a fundraising campaign (e.g. for a new Brechin branch) we can identify donors then. The Community Foundation suggests a base of \$10,000 and they would take a set percentage which is not really feasible for us. Council might want to counterbalance – they took from our reserves during COVID. We still have the Endowment Fund in our Expansion Reserve Fund for future use. We may ask Manon for updates on development charges and Library reserves.

The federal budget is eliminating the province as regulator. We need to be proactive and be ready to get the ball rolling, join in meetings and communicate for better understanding.

Sherri reminded us that we can't move forward without a building, but we can research grants and make a library wish list.

Donna pointed out the Development Charges Act is provincial, differing from the Community Benefits Charges. Manon can update us on all reserve charges.

**ACTION:** Jane to draft Development Charges questions with Donna's input and send to Zach and Manon requesting them to attend the next meeting with answers to clarify.

Sherri will ask staff for a report. Did we start from zero in 2001, and if so, what DCs for soft services were allocated to library services/Recreation? Older information which Zach and Manon might need for reporting has been filed at the County.

Ken asked how they are checking on development charges and what is the process in accounting for money.

Janet would like to know what finances are available, how much is in our reserves and what are the expectations of Council. She suggested that we have a Capital Reserve Fund and grants could also be accessed to provide furnishings for a new Brechin branch.

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

Community Services Recovery Fund Grant has \$3,265 remaining from last year. She was advised that the surplus needs to be spent, so additional technology purchases will come from that. Janet advised that the 2023 are not final figures.

*Motion #2024-20* Moved by Donna Hewitt, seconded by Karen Whitehorn that the Treasurer's report be accepted. Carried.

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

The Provincial Annual Survey report has been completed and submitted. Signage that can be used in Brechin was found in the garage at the Ramara Centre. Janet juggled staff scheduling to allow Rebecca to make requested visits to the kindergarten classes at all three public schools. Janet had a table at the Job Fair in Brechin and is setting up a schedule of volunteers to help at Tim Horton's for the Smile Cookie campaign.

**12. Council's report:** *Councilor Sherri Bell*

Sherri shared her initiatives in connecting businesses and organizations in Ramara. She is also trying to further connect staff and Council.

**13. Committee reports:**

Policy Review Ad Hoc Committee update - *Ken Szijarto, Jane Ste. Marie.*

The Board had an opportunity to look over the Collection Development policies as presented and make changes.

*Motion #2024-21* Moved by Karen Whitehorn, seconded by Ken Szijarto that the recommendations of the Policy Review Ad Hoc Committee be accepted as amended. Carried.

Bequest requirements from the Community Foundation of Orillia & Area – a conversation is recorded under **Chairperson's remarks**.

Jane mentioned that she & Janet reviewed the Township's Health & Safety policies and they both agreed that the majority were not suitable for the library. She proposed that the Ad Hoc Policy Review Committee develop new policies that will be specific to the needs of the library.

**14. Other business:**

Township Organizational Review trustee interviews update - *Dayle Rochon, Adrienne Davies & Jane Ste. Marie.* The Township Committee had a list of questions which they didn't veer from, but there were ways to get creative with the answers and make essential points, e.g. about lack of space, numbers of residents we serve, the importance of library service to our community, etc. Jane found an opportunity to assert that the Library Board is the employer of library staff.

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

The AGM was held on April 22 followed by a regular meeting. A committee is working on the details of the Murder Mystery event at the Brechin Legion on September 28. Janet presented a schedule for volunteers to sign up for the Smile cookie campaign. Several members are going to take the Food Safety course and Janet has offered the opportunity to other organizations so there will be a discounted price for the large number of participants.

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

**17. Date and location of next meeting:** May 16 at 1:00 p.m. via Zoom

**18. Adjournment:**

*Motion #2024-22* Moved by Dayle Rochon that the meeting be adjourned at 3:16 p.m.