

Ramara Township Public Library Board

Thursday, February 16, 2023 – by ZOOM, from our homes

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

Regrets: Ninette Gyorody,

1. Call to order: 1:03 p.m. by Chairperson, Jane Ste. Marie

2. Consent agenda: *none*

3. Approval of agenda:

Motion #2023-06 Moved by Donna Hewitt, seconded by Dayle Rochon that the agenda be accepted. Carried.

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

Endowments and grants are in the Library Expansion Reserve Fund. This is the Library's money to spend. Some has been spent from the Capital Reserve Fund. Capital expenses are not day-to-day functions. The Library's general reserve account can be used for emergencies. Special projects are funded from Library expenses, not reserves. Although it is the reserve accounts are Library's money, Council has to approve expenditures. On the CIBC statement, Janet has written what monies have been deposited.

Motion #2023-07 Moved by Karen Whitehorn, seconded by Keith Bell that the February Treasurer's report be accepted. Carried.

5. In Camera:

Motion #2023-08 Moved by Keith Bell, seconded by Sherri Bell that the meeting be taken *in camera*. Carried.

Motion #2023-09 Moved by Sherri Bell, seconded by Karen Whitehorn that the *in camera* session be ended. Carried.

Motion #2023-10 Moved by Sherri Bell, seconded by Ken Szijarto that staff proceed as directed. Carried.

6. Declaration of conflicts of interest: *none*

7. Minutes of preceding meeting: *distributed*

Motion #2023-11 Moved by Adrienne Davies, seconded by Sherri Bell that the minutes of the previous meeting be accepted as tabled. Carried.

8. Business arising from the minutes:

Janet to request Treasurer to provide orientation to the Board on the Library's financials and reserves - *done*.

9. Correspondence: *none*

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

Jane shared her view of the Board as visionaries and the CEO as the implementer of those visions. The Board is governmental, not operational. Remembering that we must follow municipal guidelines, we are to operate independently under the Ontario Libraries Act and abide by the Township's Code of Conduct.

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

Staff are waiting for the remediation results and a date for the Brechin reopening – staff will need some time to weed the existing collection to make room for integrating the Simcoe County Library collection which is stored in boxes off-site. Janet is keeping all staff busy working their required hours at the Ramara Centre doing inventory, program planning, learning new eResources, etc.

The Library enjoys a large volunteer base (Friends of the Library, Ramara Library Quilters, Fibre Friends, etc.) which equates to a huge number of unpaid hours devoted to helping with our services and fundraising.

There are lots of changes coming this year with technology and new eResources. To prepare for all of the change management, staff will have to be trained prior to planning and implement training of library patrons. The ever-popular tutoring will finish at the end of March. Staff will be promoting the new BrainFuse resource that provides live tutoring from 2 pm – 11 pm daily.

Janet provided the Board with a detailed overview of the new eResources and an update regarding the County's new Digital Library Service. From the statistics provided, Janet also clarified how to read the InterLibrary Loan (ILLO) stats and will correct the formula calculation for program attendance.

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

Ramara has received a grant to continue the trail system. Ramona Winterfest is coming up and there is a contest to name the barges and harvesters at Lagoon City.

13. Committee reports: *none*

14. Other business:

Collection Development policies - policy development is a shared responsibility. Ken has looked at existing policies and recommends that collection policies need to be reviewed. An Ad Hoc committee to review policies was suggested.

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

The Friends will be holding their AGM on April 24 at 10 a.m., followed by a regular business meeting.

16. Public comments: *none*

17. Date and location of next meeting: *Thursday, March 9, 2023, 1 p.m., by ZOOM*

18. Adjournment:

Motion #2023-12 Moved by Sherri Bell that the meeting be adjourned at 2.16 p.m.