

**Ramara Township Public Library Board**  
**Monday, July 7, 2025**  
**Meeting to approve actions and budget**

**Board members present:** Jane St. Marie, Donna Hewitt, Councilor Joe Gough, Heidi Stanley, Colleen McKee, Elise Schofield, Adrienne Davies.

**Regrets:** Karen Whitehorn, Deputy Mayor Keith Bell, Dayle Rochon

**1. Call to order:** 1:03 p.m., by *Chairman, Jane St. Marie*

This Ad Hoc meeting is to approve motions and provide support for Elise as deadlines which were weeks away have now been shortened. The extra work at this time has been daunting when the Library staff is also preparing for summer programming and Elise needed some personal days. Thanks to the Board members who are able to attend.

**2. Transfer of money to Township:**

The Treasurer would like to make an internal transfer to allow the accumulated debt from the Township to be paid in the amount of \$47,979.

*Motion #2025-55*      Moved by Heidi Stanley, seconded by Donna Hewitt that the Board directs the Treasurer to transfer funds to the Township in the amount of \$47,979., to cover expenses for the last quarter. Carried.

**3. Pay Equity/Job description:** *attached*

Elise has updated and submitted staff job descriptions to the Township HR Department. The CEO job description was presented to the Board for approval before submission to the Township. Elise also states that Ontario Library Service has assured that we will be able to begin Strategic Planning by the end of the year.

*Motion #2025-56*      Moved by Councilor Joe Gough, seconded by Colleen McKee that the Board accepts the CEO job description as presented. Carried.

Action: Elise will present her job description to the Township.

**4. Draft budget:** *attached*

Elise presented her first draft budget. Rather than due in late August, Elise has had a rush to prepare the numbers, especially as some figures are not yet final so she's had to estimate and there are some blanks. The Board commended Elise on the document as reasonable and thorough.

*Motion #2025-57*      Moved by Councilor Joe Gough, seconded by Colleen McKee that the Board accept the Draft budget as presented. Carried.

Action: Elise will present her draft budget to the Township/Library treasurer.

**5. Meeting adjourned:** 1:35 p.m., by *Chairman, Jane St. Marie*