

Ramara Township Public Library Board
Thursday, March 20, 2025

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

Regrets: Karen Whitehorn, Deputy Mayor Keith Bell,

1. Call to order: 1:00 p.m., by *Chairman, Jane St. Marie*

2. Consent agenda: *none*

3. Approval of agenda: *attached*

Motion #2025-19 Moved by Heidi Stanley, seconded by Joe Gough that the agenda be adopted. Carried.

4. In Camera:

Motion #2025-20 Moved by Dayle Rochon, seconded by Joe Gough that the meeting be taken in *camera*. Carried.

Action: Joe will look into having Elise attend the Senior Leadership Team meetings and will try to foster a connection between Elise and the CAO. (*copied from in camera minutes*)

Motion #2025-21 Moved by Joe Gough, seconded by Colleen McKee that the *in camera* session be ended. Carried.

5. Declaration of conflicts of interest: *none*

6. Minutes of preceding meeting: *attached*

Error: under **Adjournment**, “Wednesday, February 20” change to “Thursday, February 20”

Motion #2025-22 Moved by Joe Gough, seconded by Dayle Rochon that the Board accept the minutes of the February 20 meeting. Carried.

7. Business arising from the minutes:

Insurance coverage for Brechin location, *Elise Schofield* – Elise was not allowed to see the documents of insurance; she was assured that the Township’s insurance of the building will include the Library location but she would like to confirm our coverage.

Detour length update, *Joe Gough* – confirmed with the City of Kawartha Lakes that the 23K detour around Ramara Rd. 46 will be in place until September at least as they remove the entire bridge for replacement

8. Correspondence: *none:*

9. Chairperson’s remarks: *Jane St. Marie. none*

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

The Library is on par with the budget for the first quarter. On the transfer of excess to the Expansion Reserve Fund, Manon confirmed that she cannot make the transfer until the full audit is done.

Motion #2025-23 Moved by Joe Gough, seconded by Heidi Stanley that the Treasurer's report be accepted. Carried

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

Elise's written report with statistics reflects how busy the Library has become and how many people benefit from the materials and programs offered. The new accessible website will launch in the spring and will provide an easier access for patrons. Elise has provided the newest policies for the Board's approval. She has noted that under "Related Policies" these will be updated as new policies are released .

Elise's strategic priorities include working on a new website, updating existing policies and filling in the gaps with policies required by new legislation. Although she expected a steep learning curve, there are situations which have arisen that were totally unexpected.

Board responses: offer of help; confirming of the role of the Board – governance, to support, provide policies and create a good working environment; suggestion that Elise asking for help would share responsibility on both levels;

12 Council report: *Councilor Joe Gough*

Interviews for a new Director of Infrastructure are finished and a candidate will start soon. In the interim, Andrew Schell will fill in and will then stay to oversee the Bayshore sewage project. Council is warning about flooding as the snow melts and the Black River runs high.

13. Committee reports: *none*

14. Other business:

HR-04 Right To Disconnect, *attached*

Motion #2025-24 Moved by Heidi Stanley, seconded by Colleen McKee that the *HR-04 Right to Disconnect* policy be accepted as presented. Carried.

OP-04 Code of Conduct, *attached* –

Elise has added a chart to express what incidents will lead to banning from the Library and recommending the duration of the penalty. Board concerns included whether the penalty would extend to the actual building – our policy applies only to the Library premises. There is a chain-of-command in place for reference and the Trespass Act could be invoked if necessary. Signage about pets must confirm service animals only will be allowed in the Library.

Action: Joe will try to clarify if the banning can be extended to the full property.

Motion #2025-25 Moved by Joe Gough, seconded by Colleen McKee that the *OP-04 Code of Conduct* policy be accepted as amended. Carried.

Workplace Violence policy, program and training, *attached* –

Motion #2025- 26 Moved by Donna Hewitt, seconded by Joe Gough that the *Workplace Violence policy, program and training* be accepted as presented. Carried.

Kawartha Lakes Reciprocal Borrowing agreement, *attached* -

Motion #2025- 27 Moved by Joe Gough, seconded by Dayle Rochon that the Kawartha Lakes Reciprocal Borrowing agreement be approved. Carried.

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

We are continuing to update the website and have asked the Library to include “sponsored by the Friends of the Ramara Public Library” on programs and presentations to put us more in the public eye and to show supporters how their donations have been spent. We are still actively recruiting new members. Our next meeting is on March 24.

16. Public comments: *none*

17. Adjournment: *next meeting:* April 17, 2025 via ZOOM

Meeting adjourned at 2:12 p.m.