

# Ramara Township Public Library Board

Thursday, March 21, 2024 – by Zoom

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

**Regrets:** Ninette Gyorody, Ken Szijarto

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

**2. Consent agenda:** none

**3. Approval of agenda:**

*Motion #2024-14* Moved by Karen Whitehorn, seconded by Sherri Bell that the agenda be adopted. Carried.

**4. In Camera:** none

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

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

*Motion #2024-15* Moved by Adrienne Davies, seconded by Karen Whitehorn that the minutes of the previous meeting be accepted. Carried.

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

Bequest requirements from the Community Foundation of Orillia and Area, *Janet Banfield*: Janet was unable to follow through this month but will provide the information for discussion at the April meeting.

**8. Correspondence:** none

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

Jane thanked the trustees who will be interviewed for the Township's Organizational Review next week.

There were tech glitches with the ZOOM link, probably because of recent upgrades, but they have been identified and fixed.

Jane shared that she and Janet met to review the new platform for document sharing and advised that there were some tech issues with MS 365 that needed to be addressed with Library Board shared documents. A temporary solution was shared with trustees. Janet explained that there were several technological challenges for those who had limited tech skills and inconsistency with personal computers. Jane and Janet proposed that we return to the idea of an Ad Hoc Committee which would then edit and sent to the Board for individual comment.

Jane congratulated the library team on the excellent promotion and success of children's programming for March Break with half of the programs being full. The adult programs have also been fantastic as well.

Karen hoped that Janet could inform Council about how important children's activities are and how the library is filling that niche. Janet advised that a PowerPoint presentation is prepared and presented to Council annually, typically in the fall after summer programs and prior to budget. Items such as statistics, photos, survey results, etc., are included. Right now, successes are shared on social media and in our weekly eBlasts. March Break patron evaluations indicated that of those responding to the survey most wanted better access and programming in Brechin and Udney.

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

The report includes both 2023 and 2024 figures. The Ontario Grant was received and added in but there are still some outstanding transactions for 2023. There were no concerns about 2024 expenditures as the first quarter is not yet over.

There have been computer problems which require a service person to view the issues to fix them. Unfortunately, the Library is tied to Simcoe County for technological issues and they prefer to repair equipment remotely rather than providing a person onsite. This has created issues when they can't look at the physical equipment to identify options that may be available and then advise that equipment needs to be replaced when it doesn't and can be repaired. One of the things that the library needs is a webcam and Karen has offered one that she has unused at home. As a result of transitioning to MS365, there is a need to replace a staff computer and the people counter which has not been budgeted for in 2024. The computer has been purchased and installed, with some challenges, and Janet is currently seeking grant opportunities with hopes to replace the patron counter.

Manon has asked Janet for copies of the Boards's *in camera* minutes for the current audit. Janet provided them to the Clerk but wonders why they are necessary as there is nothing in them to do with finances.

*Motion #2024-16* Moved by Donna Hewitt, seconded by Keith Bell that the Treasurer's report be accepted. Carried.

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

Janet has been working on succession planning and developing manual-type documents to provide a way to plan tasks daily, weekly, monthly, and yearly. She and Vanessa have been working on purging and digitizing documents which will be stored in the cloud. After a fruitless search for a free secure password manager, they decided to password protect documents that have library logins and passwords.

Janet shared with the Board a staff wish list of things they would like to see incorporated in a new Brechin branch. She also shared the results of recent March Break patron evaluations.

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

Keith: Council is currently involved in road and ditching issues and developing parking bylaws.

Sherri: Ward 5 will be participating in Earth Day events and may challenge the other Wards to join them. Council is facing Property Standards amendments looking at nuisance and harassment issues. A deputation will be coming next week from Food Cycler, a product that recycles organic waste. Recent bylaws include photo radar and identifying Community Safety Zones. Council is developing a committee for Community Policing.

**13. Committee reports:** *none*

**14. Other business:**

Library policies review, *Jane Ste. Marie*: The Board needs to look for unknowns and think ahead instead of reacting to occurrences. An Ad Hoc Committee will be able to efficiently review current policies and suggest new ones.

*Motion #2024-17* Moved by Keith Bell, seconded by Dayle Rochon that the Policy Review Ad Hoc Committee be formed consisting of Ken Szijarto, Sherri Bell, Jane Ste. Marie and Janet Banfield, CEO. Carried.

**ACTION: Janet will schedule a meeting with the committee.**

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

As reported last month, a Murder Mystery event is being planned at the Brechin Legion on September 28. A committee will be working on all the details. The AGM will be held on April 22, in-house rather than via Zoom, followed by a regular meeting.

**16. Public comments:**

Sherri asked about the library partnering with the Ramara Historical Society (RHS) for the Yesteryears event which will be held next July. Adrienne advised that the library and other organizations are invited to participate with a display – hopefully historical in nature. There are different levels of financial sponsorship which are recognized in literature and advertising, but it's the RHS' show, run by an internal committee which invites participants, requests grants, assigns spaces and duties, etc. The Township is recognized as a sponsor.

**17. Date and location of next meeting:** *April 18 at 1:00 p.m. via Zoom*

**18. Adjournment**

*Motion #2024-18* Moved by Dayle Rochon that the meeting be adjourned at 2:11 p.m.