

**Ramara Township Public Library Board
June 19, 2025 by ZOOM**

Board members present: Jane Ste. Marie, Donna Hewitt, Colleen McKee, Heidi Stanley, Karen Whitehorn, Deputy Mayor Keith Bell*, Elise Schofield, Adrienne Davies

Regrets: Dayle Rochon, Councillor Joe Gough,

1. Call to order: 1:05 p.m. by Chair Jane Ste. Marie

2. Consent agenda: none

3. Approval of agenda

Motion # 2025-43 Moved by Heidi Stanley, seconded by Colleen McKee that the agenda be approved. Carried.

4. In camera: as copied from in camera session

Motion # 2025-44 Moved by Donna Hewitt, seconded by Karen Whitehorn that the meeting be taken *in camera*. Carried.

Motion # 2025-45 Moved by Colleen McKee, seconded by Donna Hewitt that the *in camera* minutes of the May 15 *in camera* session be approved. Carried.

Motion # 2025-46 Moved by Donna Hewitt, seconded by Heidi Stanley that the Board approves the draft Memorandum of Understanding and that the Board directs Elise Schofield to forward it to the Township CAO. Carried

Motion # 2025-47 Moved by Heidi Stanley, seconded by Donna Hewitt that the Board share collected data with Elise Schofield, CEO. Carried

Motion # 2025-48 Moved by Donna Hewitt, seconded by Karen Whitehorn that the *in camera* session be ended.. Carried.

Motion # 2025-49 Moved by Heidi Stanley, seconded by Colleen McKee that the Board approves Elise Schofield's performance appraisal and instructs her to proceed as directed. Carried.

5. Conflicts of interest: none

6. Approval of minutes of the previous meeting:

Motion # 2025-50 Moved by Colleen McKee, seconded by Karen Whitehorn that minutes of the meeting of May 15, 2025 be accepted. Carried.

7. Business arising from the minutes:

Manon has explained to Elise that the figure for Rent in the financials seemed high because she was budgeting ahead – we are on track for the budget.

The Bits and Bobs Sale was very successful – lots of equipment and books bought as well as items like plants from the Friends of the Library.

OLS Board Association – Heidi took part in this online meeting with 20 to 25 others. They touched on training opportunities, policies and procedures, and other relevant issues. Heidi came away with ideas for improving the Friends of the Library relationship, the potential for a Library flag and youth

representation.

8. Correspondence: *none*

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

Jane thanked everyone for their time and patience in wading through the paperwork caused by many documents having to be completed by the end of June.

10. Treasurer's report: *Elise Schofield for Manon Higgins, attached*

Roughly \$150 left of the \$1,700. grant from the CFOA grant. The Library Reserves are as recorded at \$3,100 as transferred in 2025

Motion # 2025-51 Moved by Karen Whitehorn, seconded by Donna Hewitt that the Treasurer's report be accepted. Carried.

Motion # 2025-52 Moved by Heidi Stanley, seconded by Karen Whitehorn that the audited statement be received. Carried.

Elise presented the Auditor's statement. Donna assured that the way it was presented did not make us look inefficient.

11. CEO Report : *Elise Schofield, attached*

Summer Program Newsletter, attached

12. Council report: *none*

13. Committee reports: *none*

14. Other business:

Motion # 2025-53 Moved by Donna Hewitt, seconded by Karen Whitehorn that Policy GO-01, Ramara Township Public Library Board Bylaws, be accepted as presented. Carried.

Motion # 2025-54 Moved by Heidi Stanley, seconded by Karen Whitehorn that GO-02, Board-CEO Partnership policy be accepted. Carried.

Motion # 2025-55 Moved by Donna Hewitt, seconded by Karen Whitehorn that the Board accept the FB-01, Fees Schedule as revised. Carried.

Timing for Board meetings – Jane verified that all trustees are satisfied with the time and method of Board meetings.

Volunteer and donor reception – September 8, Brechin Legion. There will be more information to follow.

Annual General Meeting (AGM) – Jane set the date for September 18. She is considering an in-person meeting from 12 to 1 with the AGM to follow.

Jane and Elise have discussed a Board performance review in September, a chance for self-reflection.

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

The Bits and Bobs Sale was lots off fun and a chance to increase the visibility of the group. Hopefully, this will translate into fundraising events. Right now there are 50/50 tickets for sale, to be finalized at the Lagoon City Classic Car Show at the end of July.

16. Public comments: *none*

17. Date and location of next meeting: September 18 (perhaps with lunch -TBD)

18. Adjournment: by Jane Ste. Marie at 2:57 p.m.
