

Ramara Township Public Library Board

Thursday May 18, 2023 – via ZOOM from our homes

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

Regrets: Karen Whitehorn

1. Call to order: 1 p.m. by Chairperson Jane Ste. Marie (*Ken Szijarto entered the meeting at 1:02 p.m.*)

2. Consent agenda: *none*

3. Approval of agenda:

Motion #2023-18 Moved by Sherri Bell, seconded by Donna Hewitt that the agenda be adopted as presented. Carried.

4. In camera:

Motion #2023-19 Moved by Keith Bell, seconded by Sherri Bell that the meeting be taken *in camera*. Carried.

Motion #2023-20 Moved by Keith Bell, seconded by Sherri Bell that the meeting be taken *ex camera*. Carried.

(*Ninette Gyorody entered the meeting at 1:33 p.m.*)

Motion #2023-21 Moved by Ken Szijarto, seconded by Donna Hewitt that staff proceed as directed. Carried.

5. Declaration of conflicts of interest: *none*

6. Minutes of preceding meeting:

Motion #2023-22 Moved by Sherri Bell, seconded by Dayle Rochon that the minutes of the previous meeting be accepted. Carried.

7. Business arising from the minutes:

Email to staff congratulating them on receiving the Ramara Chamber's Customer Service award – *Jane Ste. Marie, done.*

8. Correspondence: *none*

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

Jane attended the May 8 Ramara Chamber of Commerce AGM where she and Janet accepted the Customer Service Award on behalf of the Library and saw the Ramara Library Quilting Club receive their Community Service award as well. It was nice to be able to celebrate something good. Jane welcomed the opportunity to speak with Zach and Janet regarding the Brechin branch. Jane also attended the Volunteer Appreciation Dinner hosted by the Township.

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

Under **Library Grants, other**, the \$214 recorded is an unexpected grant from *Canada Helps*. The \$1,028 under **Miscellaneous revenue** is the 2022 postage reimbursement from OLS for postage reimbursement of interlibrary loans, and \$5,000 under **Other grants** is the *COVID relief grant*. The COVID grant will be used to offset the cost of library materials. \$467 will be moved from **Subscriptions and Memberships to Communications**; \$296 will be moved from **Miscellaneous Expense to Capital Library Resource Memberships**.

ACTION: *Janet will invite Manon to provide an update for all of the Library's reserve funds at our next meeting.*

We are waiting to finalize the year-end until the auditor's report is presented on June 5th.

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

Janet was successful in obtaining a huge grant for updating the Library's technology - \$20,100. Janet will be relying on the team to help implement the new technology at the Ramara Centre branch. Rebecca received a \$850 grant for a music and movement program which she is instituting this summer with funding help from the Friends and the Quilters. A Community Foundation grant for professional development was not approved, but Janet was encouraged to reapply in the fall.

The Ramara Chamber of Commerce award to the Quilters was timely as they are celebrating 20 years of work and donations. The Fibre Friends have been busy making *fidgets* which they have donated to local schools. They are currently working on lap blankets and slippers for Mariposa Hospice.

The media release about Brechin Branch closure will be out either today or tomorrow – there was some discussion as to timing. Janet and Jane have reworked the original somewhat, adding a quote from Janet as the CEO.

The summer newsletter will be out soon. The feedback about the newsletter has been very positive and the new one is full of fun for children, including two new programs for adults – Murder Mystery in the Library and a Roving Book Club.

(Ken Szijarto and Donna Hewitt departed the meeting at 1:55 p.m.)

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

Ramara Township has a program in which residents receive alerts on their cell phones or email about issues that might affect them – road closures, construction, etc.

13. Committee reports:

Ad Hoc Policy Committee – discussion and suggestions about:

Circ-7 – Loans- proposed longer period for DVD loans & series;

Circ-9 – Fines – to be replaced with new fine-free policy, still working on a new policy;

Circ-10 – Lost or damaged materials – add paragraph pulled from Circ-14 as it pertains to this policy;

Circ-15 – Hours of operation – Brechin branch information to be removed, substituting 'temporarily closed';

Simcoe County Wireless access policy – leave as is;

Circ-16 – Internet access – leave as is;

Circ-18 – Laptop lending – delete.

Motion #2023-23 Moved by Sherri Bell, seconded by Keith Bell that the Board accept the recommendations of the Committee. Carried.

Since trustees want to review and comment on the recommendations of the Committee, Janet would like to streamline the process by using Google Docs format. Everyone could then see the responses and avoid duplications when providing feedback thereby saving time.

14. Other business:

Summer 2023 Survey – Janet will remove the question about gender, and references to Brechin branch. She will attempt to engage non-users of the Library to find what would entice them to join.

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

At our next meeting on June 5 we will be discussing new ideas for fundraisers. Janet will be requesting the Friends and the Quilters to cover the costs of the brochure that is used for the *Born to Read* program.

16. Public comments: *none*

17. Date and location of next meeting: Thursday, June 15, 1 p.m., via ZOOM

18. Adjournment:

Motion #2023-24 Moved by Sherri Bell that the meeting be adjourned at 2:31 p.m.