

Ramara Township Public Library Board
Monday, October 21, 2024 – by ZOOM, from our homes

Board members present: Jane St. Marie, Dayle Rochon, Colleen McKee, Heidi Stanley, Councilor Joe Gough, Donna Hewitt, Karen Whitehorn, Janet Banfield, Adrienne Davies.

Regrets: Deputy Mayor Keith Bell

1. Call to order: 1:02 p.m. by Chairperson Jane St. Marie.

2. Consent agenda: *none*

3. Approval of agenda:

Motion #2024-50 Moved by Joe Gough, seconded by Colleen McKee that the agenda be adopted. Carried.

4. In Camera

Motion #2024-51 Moved by Joe Gough, seconded by Dayle Rochon that the meeting be taken *in camera*. Carried.

Motion #2024-52 Moved by Joe Gough, seconded by Karen Whitehorn that Board accepts the amended CEO job posting and profile. Carried

Motion #2024-53 Moved by Heidi Stanley, seconded by Karen Whitehorn that the *in camera* session be ended. Carried.

Motion #2024-54 Moved by Joe Gough, seconded by Karen Whitehorn that the Committee rise and report. Carried.

The Board discussed finding a replacement for our retiring CEO. The Ad Hoc Selection Committee presented their plan and accepted suggestions.

Motion #2024-55 Moved by Karen Whitehorn, seconded by Joe Gough that Board accepts the minutes of the *in-camera* meeting of October 11, 2024. Carried

Motion #2024-56 Moved by Donna Hewitt, seconded by Karen Whitehorn that Board accept the Ad Hoc Selection Committee minutes of October 14. Carried

5. Declaration of conflicts of interest: *none*

6. Minutes of preceding meeting:

Motion #2024-57 Moved by Karen Whitehorn, seconded by Donna Hewitt that Board accept the minutes of the September 21st meeting. Carried

7. Business arising from the minutes:

Deferral for developing an Ad Hoc Fundraising Committee – Jane Ste. Marie. Trustees agreed that there is enough going on right now. Council has 2 more meetings before the budget is ratified in early November. The impetus for fundraising depends on decisions about the Brechin buildings and results of the shared grant application.

Motion #2024-58 Moved by Joe Gough, seconded by Karen Whitehorn that Board defer appointing a Fundraising Committee until the new year. Carried

8. Correspondence: *none*

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

This is Ontario Public Library Week and on October 22 there will be a presentation with the new videos. On November 27 from 3 to 5 p.m. there will be an Open House to celebrate Janet's service to the library and the greater community and to wish her well on her retirement. The December Board meeting will be moved forward and yet to be determined.

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

Janet has submitted the reporting for the Ontario Conditional Grant, but it is not yet received. Staffing hours had to change & the Brechin satellite location was closed this week due to Jo-Hellen off for bereavement leave and Lori on vacation.

Motion #2024-59 Moved by Colleen Mckee, seconded by Dayle Rochon that Board accept the Treasurer's report. Carried

Revised draft 2025 budget. – \$3,000 revenue was added from the Township's Accessibility fund to offset the cost of the new website thereby reducing our expense, and *Conferences, training, etc.* was increased to cover increased staff professional development that will be offered by the Township, including one team member to attend the OLA Super Conference, in which the new CEO will make the decision as to who will attend.

Motion #2024-60 Moved by Joe Gough, seconded by Heidi Stanley that Board accept the Draft budget as presented. Carried

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

Janet has been focusing on grant writing and the assisting the Ad Hoc Selection Committee to prepare for filling her vacancy. She will not be part of the interview process. Janet was asked by the Committee if she would consider coming back to train the new CEO as it appears as if the position will not be filled prior to her departure, and she graciously declined stating that it would be too difficult to come back.

12 Council report: *Councilor Joe Gough*

Council has been meeting twice a week to develop a budget for 2025 with hopes to ratify the budget on November 6th. Council has also been busy negotiating with the new CAO. He expects there will be a public announcement coming soon.

13. Committee reports: *none*

(Councilor Joe Gough left the meeting at 1:58 p.m.)

14. Other business:

2025 Strategic Plan – *Janet Banfield/Jane Ste. Marie*

A ZOOM meeting with OLS about planning led to a consultant being assigned and a proposal to start in January or later in the new year. Janet did not yet apply but she has expectations of funding from the Smart and Caring Community Fund from the Community Foundation. We may add examples for a new granting plan to our Strategic plan – revisit at November meeting.

Orientation of new Library Board Trustee - *Janet Banfield*: waiting for a time that suits all.

December Board meeting - *Janet Banfield*

Board meeting will be in-person at 11 a.m. in the library followed by lunch at 12:30 p.m. with staff invited. It needs to be on a Monday, and December 2nd was selected. The Friends lunch is on December 9. Janet to call Kelsey's to make a reservation.

15. Friends of the Library report:

The recent Murder Mystery was a great success, netting \$4,910. Due to the amount of work required to host such a large fundraiser, they planning to run one every other year. They approved and launched a new logo and will provide a monthly submission to Rebecca for inclusion in the library's eBlast. This Saturday, they will hold a bake sale at the Ramara Centre Craft show.

(Colleen left the meeting at 2:26 p.m.)

16. Public comments: *none*

17. Adjournment: Next meeting: November 21, 2024, in-person at the Ramara Centre.

Motion #2024-61 Moved by Donna Hewitt that the meeting be adjourned at 2:28 p.m.