

## **Ramara Township Public Library Board**

Thursday, June 20<sup>th</sup>, 2024 — by Zoom

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

**Regrets:** Karen Whitehorn

**1. Call to order:** 12:32 p.m. by Chairperson, Jane Ste. Marie

**2. Consent agenda:** *none*

**3. Approval of agenda:**

*Motion #2027* Moved by Ken Szijarto, seconded by Sherri Bell that the agenda be adopted as amended. Carried.

**4. In camera:** *none*

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

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

*Motion #2024-28* Moved by Adrienne Davies, seconded by Dayle Rochon, that the minutes of the previous meeting be accepted. Carried.

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

Draft Development Charges (DCs) questions and information – Janet Banfield; done. Janet advised that she did not receive any further feedback from trustees. The Board reviewed and edited the questions after viewing a video about DCs followed by much discussion.

**ACTION:** *Janet to forward the DC video link to Board members.*

**ACTION:** *Janet to share the Township's DC study with the Board.*

**ACTION:** *Jane to send revised DC questions to the CAO/Treasurer.*

*Adrienne left at 1:20 p.m.*

Research what other libraries do about fundraising and where funds are kept – Janet Banfield; done. Janet advised that the Board needs a safe keeping account for fundraising. The Board discussed making a transfer request to Council for donations to our Capital or Expansion Reserve accounts. It was decided that the Board would send a report to Council with recommendations.

**ACTION:** *Jane, Donna, and Janet to draft a report for the Board's review.*

**8. Correspondence:** *none*

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

Jane thanked everyone for their diligence in reading the Board package items. The questions that Ken sent prior to the Board meeting will need response time and should be referred to Township staff/Council. Jane mentioned the Township's Community Improvement Plan (CIP) and the Board felt that the library should be included as part of that process.

**ACTION:** *Jane to submit a request to the CAO for the library to be formally part of the CIP process.*

Jane attended the last Master Gardener session. It was well attended BY 28 people and kudos to staff for an excellent job!

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

Janet pointed out that the 2023 budget figures are still not finalized as the audit is not yet complete.

*Capital – Misc Equipment* – the purchase of a portable air conditioning unit for the Brechin location and the replacement of the patron counter at the Ramara Centre branch will be charged to this account but is currently not reflected in the report.

*Motion #2024-29* Moved by Ken Szijarto, seconded by Keith Bell that the Treasurer's report be accepted. Carried.

Draft 2023 Library Financial Statement was reviewed and discussed.

*Motion #2024-30* Moved by Ken Szijarto, seconded by Donna Hewitt to approve the Treasurer to transfer an Inter-Entity Transaction of \$42,923 from the library's bank account to the Township's account for 2023 expenses. Carried.

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

The summer newsletter has been mailed out and that the "Get Ready for Kindergarten" program is already full. Staff have received several phone calls regarding personal tutoring service, but unfortunately there was no grant funds awarded to the Simcoe Muskoka District School Board this year for libraries to offer this free service. As a result, staff have been referring people to use our FREE eResource called "Brainfuse – Help Now" that offers one-on-one tutoring daily from 2 p.m. – 11 p.m. Councilor Bell suggested that it would be great to promote this resource through our social media channels and eNewsletters.

The Fibre Friends group must take a hiatus during the summer months due to the auditorium not being available for use. However, the Empower Simcoe clients that have been participating in the library's Fibre Friends group and would like to continuity of their weekly outing. They asked if the library could provide space from 1 – 3 p.m. every Wednesday and we were happy to accommodate their request.

Janet shared that she met the new Township interim CAO, Robin Dunn, with the senior leadership team and is looking forward to working with him over the next few months.

**12. Council report:** *Deputy Mayor Bell/Councilor Bell*

The Deputy Mayor reported that a grant for Brechin has been received for maintenance and upgrades, there will be a Thursday night flag football league starting and the sport dome presentation is not applicable at this time.

Councilor Bell reported that engineers will have options for Bayshore by July, promoted the Ramara Chamber Classic Car Show on July 13<sup>th</sup> with the 50/50 draw funds going to the Brechin Legion. She also mentioned the Legion's Canada Day Corn Hole tournament, including a Steak & Strawberry dinner. Councilor Bell also reported seeing more OPP presence, especially in Lagoon City.

**13. Committee reports:**

*Policy Review Ad Hoc Committee* update – Janet contacted Ontario Library Service re: Health & Safety policies and they are currently rewriting their sample policies. It was suggested that we wait to use their policies as a guide to draft our own.

**14. Other business:**

Review of “Library of Things” – Circulation policies 7, 8 & 10 – Janet reported that the Fine Free policy that was implemented last year does not work for the “Library of Things” and provided an example of a patron borrowing the projector. This resulted with recommendations to change the above-mentioned policies.

**ACTION:** *Janet to revise policies and include in the September Board agenda for approval.*

**15. Friends of the Library report:** *Janet Banfield*

A meeting was held on May 27<sup>th</sup> for planning of the Murder Mystery fundraiser and Janet proposed incentives for the Sponsor packages. The Friends would like to change their existing logo and Janet offered staff to develop a few concepts for their review/approval. Janet worked with one of the Friends members to develop a brochure that will be used to promote and increase awareness of the Friends. The brochures will also be included in the summer reading packages as the Friends have sponsored numerous prizes, including the Wrap-Up Party, for many years. It is hoped that parents/grandparents will consider supporting the Friends financially.

**16. Public comments:** *none*

**17. Date and location of next meeting:** September 19<sup>th</sup> @ 1:00 p.m. via

**18. Adjournment:**

*Motion #2024-31* Moved by Dayle Rochon that the meeting be adjourned at 2:20 p.m.