

## **Ramara Township Public Library Board**

Thursday, February 15, 2024 – by Zoom, from our homes

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

**Regrets:** Karen Whitehorn

**Guest:** Brittany Wilson Manager of Human Resources and Health and Safety for the Township of Ramara

**1. Call to order:** 1:03 p.m. by Chairperson, Jane Ste. Marie  
(At 1:05 p.m. Deputy Mayor Keith Bell entered the meeting and at 1:07 p.m. Ninette Gyorody entered the meeting)

**2. Consent agenda:** none

**3. Approval of agenda:**

*Motion #2024-07* Moved by Ken Szijarto, seconded by Donna Hewitt that the agenda be adopted. Carried.

**4. Township of Ramara Organizational Review:** *Brittany Wilson*

Information shared: this is an internal process only with no public consultant, the timeline for having results of this survey-enabled review is for mid-late summer; council will not be involved, only staff and volunteers.

Jane pointed out that the library operates independently – why interview staff that does not work for the Township? Donna pointed out that it is ultimately our decision whether we participate. Library staff participated in the initial survey and one team member, Vanessa, was selected from the library to participate in an interview.

Next steps will be to interview the Senior Leadership Team and trustees will be invited to participate. The Township will provide findings and suggestions to the Library Board in a final report and the Board will decide if and how to proceed.

**5. In Camera:** none

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

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

*Motion #2024-08* Moved by Ken Szijarto, seconded by Dayle Rochon that the minutes of the previous meeting be accepted. Carried.

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

Motion required to accept the Treasurer's report from the January meeting; Artificial Intelligence (AI) workshop, February 6<sup>th</sup>.

**9. Correspondence:** none

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

Jane advised that she and Janet had a few meetings with Zach to seek clarification regarding the library's participation in the Township's Organizational Review. Jane's further comments are recorded under the Organizational Review.

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

*Motion #2024-09* Moved by Sherri Bell, seconded by Dayle Rochon that the Treasurer's report of the January 18 meeting be accepted. Carried.

There is grant money unused yet and wages were unused because of the closing of Brechin branch. The current report shows a surplus but there are still outstanding 2023 expenses.

*Motion #2024-10* Moved by Donna Hewitt, seconded by Sherri Bell that the Treasurer's report be accepted. Carried.

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

Janet had a busy month with working on succession planning. She has developed an annual work plan and broken it down monthly. In detail, she is  $\frac{3}{4}$  way through creating a CEO operations manual. Purging has begun and Janet has shared documents with Vanessa who is working on digitizing essential information.

Almost total reimbursement has been received for Interlibrary Loan shipping costs – the difference is \$44.66 that the library budget had to cover. Ontario Library Service (OLS) will be switching to a new platform for ILLO and Lori will need to complete training and provide train-the-trainer sessions for other library staff.

Rebecca requested and confirmed that the Tim Horton's SMILE cookie campaign during the week of April 29<sup>th</sup>. Janet requested those funds be awarded to the Friends of the Library so that they can be expended as needed and all in 2024.

There was an overcharge for the delivery of the newsletter – more homes than paid for. Janet is working with the Post Office to ensure a credit is received

*Motion #2024-11* Moved by Sherri Bell, seconded by Ken Szijarto that the CEO report be accepted. Carried.

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

Council continues to pursue opportunities for infrastructure funding.

Jane asked about recycling plans for non-residential properties. Keith advised that businesses in Ramara set up their own waste removal and recycling at their own cost. At the library, Rebecca volunteers to take the recycling home with her.

**14. Committee reports:** *none*

**15. Other business:**

Artificial Intelligence (AI) policies: Janet's advised that no other library is at the policy-setting stage yet and that OLS is currently doing their research with plans to develop a sample policy in the future. Janet suggested we wait for this sample policy and massage it to meet our specific needs. Jane advised that no school boards currently have an AI policy in place. The library needs to look at staff internal use and public education.

**Circ-8 – Renewals** – Janet provided recommended revisions due to the new automatic renewals process put in place by the County.

*Motion #2024-12* Moved by Adrienne Davies, seconded by Ken Szijarto that **Circ-18 Renewals** policy be accepted with additional amendments.  
Carried.

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

The Brechin Legion have agreed provide their hall for free to host a murder mystery fundraiser on September 28<sup>th</sup>. The Friends AGM will be in-person and held at the library on April 22<sup>nd</sup> at 10 a.m. followed by their general meeting.

**17. Public comments:**

Jane reported that CanadaHelps is a great organization that helps people make decisions about planned giving and makes it easy to identify organizations that accept donations.

**ACTION:** *Janet to investigate with the Community Foundation of Orillia and Area regarding requirements for bequeaths.*

The Ramara Historical Society will be holding a Yesteryears event in 2025 at St. Columkille Church – the date will be revealed at their next meeting.

**18. Date and location of next meeting:** *March 21 at 1:00 p.m. via Zoom*

**19. Adjournment:**

*Motion #2024-13* Moved by Dayle Rochon that the meeting be adjourned at 2:29 p.m.