

Ramara Township Public Library Board

Thursday September 19, 2024 – by ZOOM, from our homes

Board members present: Jane St. Marie, Dayle Rochon, Donna Hewitt, Karen Whitehorn, Councilor Keith Bell, Colleen McKee, Janet Banfield, Adrienne Davies.

Regrets: Ninette Gyrody, Councillor Joe Gough

Janet introduced Colleen McKee as a new trustee and apologized as they had not yet had an orientation.

1. Call to order: 1:07 p.m. by Chairperson Jane St. Marie.

2. Consent agenda: *none*

3. Approval of agenda:

Addition: under **Treasurer's report** – 2025 Draft Library Budget;
under **Public comments** – Board gathering in October.

Motion #2024-32 Moved by Karen Whitehorn, seconded by Donna Hewitt that the agenda be adopted as amended. Carried.

4. Robin Dunn, Interim Township CAO, Ashley Watson, Manager of Business, Communications and Community Engagement, and Walied Zekry, Director of Building and Planning/CBO – Green and Inclusive Community Buildings Program – grant application.

Robin Dunn has been with the Township, coming from Oro-Medonte, since about June 10. He is working with staff to continue to move things forward and will be with Ramara until the new year as the Township finds a replacement for our previous CEO.

Ashley presented information about the Green and Inclusive Buildings Program and the grant that is available to support this program. Staff thinks that this will partner well with the Rural Economic Development Grant which is being used to get the project started – moving and converting St Andrews' Hall and the Standard Bank building for community use – particularly, a library and community space for Brechin and area which has been identified as a need.

Donna: Are these heritage structures with the accompanying restrictions? Is this a good location for a library branch? The 5-yr horizon for growth in Brechin indicates 2,000 more residents. The buildings have a combined 8,000 sq.ft. Janet considers these buildings to be an excellent opportunity for a library with room to expand – collections, programming, etc. There will be an elevator for accessibility. This grant will greatly help with funding.

Walied has a copy of the library's wish list and has sought out a heritage architect to help with the concept design – the intention to reduce the carbon footprint is part of the application. Ashley shared some of Walied's potential concepts.

Janet: we need to review reserve funds, although the **Expansion Reserve Fund** is already applicable.

Robin suggested that we accomplish 3 things during this meeting: 1. Endorse the project; 2. Identify funds to be allocated; 3. Pass a Motion of direction for the Treasurer.

Janet thanked Robin and staff. The Library Board needs to go over the financial aspects. Robin thinks we should be optimistic.

5. Declaration of conflicts of interest: *none*

6. Minutes of preceding meeting: *distributed*

Motion #2024-33 Moved by Karen Whitehorn, seconded by Keith Bell that the minutes of the previous meeting be accepted. Carried.

7. Business arising from the minutes:

forward the DC video link to Board members – *Janet Banfield, done*;
share the Township's DC study with the Board – *Janet Banfield, done*;
Jane to send revised DC questions to CAO/Treasurer – *Jane Ste, Marie, done*;
draft a report for the Boards review – *Janet Banfield, Donna Hewitt, Jane Ste. Marie, done*;
submit a request to the CAO for the Library to be formally part of the CIP process – *Jane Ste. Marie, done*;
revise policies and include in the September Board agenda for approval – *Janet Banfield, see Other business*

8. Correspondence: *none*

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

Jane is pleased to see partnerships with the library and community groups working together to mitigate costs. Planning together has made projects like Rooted in Ramara possible. Recent vacancies might have given the Board an opportunity to take part in appointing new trustees

Motion #2024-34 Moved by Dayle Rochon, seconded by Keith Bell that Jane sends an email to Council about the process of filling appointments to the Board, asking that the Board be part of the selection process. Carried

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

The library is in good shape financially and Janet and Manon completed a mid-year review. *TD Summer Reading*, budgeted \$1,000. – this will no longer appear as a line since the Friends and the Quilters will be subsidizing; transfer – the library owes the Township \$42,923 from 2023 expenses paid and the transfer was completed on September 6th; we have received donations of just under \$4,000 that will need to be transferred to the library's Expansion Reserve Fund before year-end.

Motion #2024-35 Moved by Dayle Rochon, seconded by Keith Bell that the Treasurer's report be accepted. Carried.

Draft 2025 Budget: We need to allocate funds for a new Library website. Since the Township also needs one, we have an opportunity to partner and have a microsite developed as part of the Township's new website. This is a far more cost effective alternative than hiring a vendor to develop a standalone website for the library. Staff brainstormed requirements to seek a price quotation and met with the vendor to discuss the library's needs. All County libraries partnered to develop the existing County-wide site over 10 years ago and the cost then was \$40,000. Several County libraries have branched out on their own due to the limitations of our existing website and have spent anywhere from \$25,00 - \$40,000 to have a new website designed.

Motion #2024-36 Moved by Karen Whitehorn, seconded by Colleen McKee that the Board accept the Draft 2025 Library Operating Budget. Carried.

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

Rebecca changed up the programming to meet the needs of our patrons, cottagers being a big part of planning in the summer months. People are asking for a new Brechin branch on a weekly basis. The cost to replace the photocopier was not as high as expected, so that will help with covering some unexpected costs for the patron counter and items required for the Brechin satellite location.

During Ontario Public Library Week staff will be unveiling two new videos that were developed over the summer by Vanessa. A parent team who are videographers provided helpful suggestions that was invaluable to the production of these videos.

Mail delivery problems led to moving to a new system, but the delivery is still spotty.

For the Council presentation on October 7, Janet and Jane have been gathering statistics and graphs, updating photos, etc.

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

We need to update our Strategic Plan. Janet will pursue grant possibilities through the Ontario Library Services to hire a facilitator.

Motion #2024-37 Moved by Adrienne Davies, seconded by Karen Whitehorn that the Board accept the CEO's reports. Carried.

12. Council's report: *Councilor Keith Bell, Councilor Joe Gough*

Interviews for CAO will be held next week with the 2 candidates remaining from 24 who were interested in the position. Council hopes a new CAO will start in the new year. Robin Dunn will be here until January as acting CAO.

There has been a lot of interest in a Flag Football league, operating out of Ramona for 5-6 weeks.

13. Committee reports: *none*

14. Other business:

Janet shared a lot of information about Library reserves, the library's development charges, financial statements, staff reports, etc., focusing on our situation at present.

(Councilor Keith Bell exited the meeting at 2 p.m.)

When the grant application is approved and the project moves ahead, all fundraising (including requests for donations) will be focused on the development. This will be made clear to all potential donors through social media, mailings and personally. Current donations (\$3,960) will be transferred to the Expansion Reserve Fund, perhaps in December.

The Board would like the receipts from fundraising and donations to be channeled into the Expansion Reserve Fund through a Board-managed bank account. The Treasury department of the Township is reluctant to allow a separate bank account. Janet has reached out to other Library boards and has shared the policy developed by the Innisfil Public Library which she believes we can apply in our situation.

We need clarification on the currently more than \$635,067 in reserves which Council can borrow against. Is this ours to spend, and/or do we need permission? Janet suggested that we form a committee to develop the proposal and policy.

(Karen Whitehorn exited the meeting at 2:47 p.m.)

Motion #2024-38 Moved by Dayle Rochon, seconded by Colleen McKee that the Ramara Public Library Board endorses the concept of the building project in principle as a future site for an expanded Brechin Library branch and community space. Carried

Motion #2024-39 Moved by Dayle Rochon, seconded by Donna Hewitt that the Ramara Public Library Board approve the allocation of \$9,000. + HST for architectural services for concept design as required for the Green and Inclusive Community Buildings grant application and that the Library Board Treasurer be directed to draw these funds from the Library Expansion Reserve Fund. Carried.

ACTION: The Board will defer the appointment of an Ad Hoc Fundraising Committee until its November meeting at which time we will review donations, fundraising and funding management.

Janet presented the revised policies for the Board's approval, all concerning loans of the "Library of things" (Ontario Parks backpacks, manipulatives, therapy lights, tablets, projector)

Circ-7 - Loans: change to a 7-day loan time of the "Library of things".

Motion #2024-40 Moved by Donna Hewitt, seconded by Colleen McKee that Policy Circ-7 be accepted as revised. Carried.

14. Other business: - *continued*

Circ-8- Renewals: allow no renewals to the “Library of things”.

Motion #2024-41 Moved by Colleen McKee, seconded Dayle Rochon that Policy Circ-8 be accepted as revised. Carried.

Circ-10 – Lost or damaged materials – considered lost after 21 days

Motion #2024-42 Moved by Dayle Rochon, seconded by Colleen McKee that Policy Circ-10 be accepted as revised. Carried.

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

The last few meetings have been about the Murder Mystery evening at Brechin Legion on September 28. Tickets are \$65 per person and there are still some available. It’s going to be a fun evening! Trustees were encouraged to purchase tickets and spread the word as the Friends are hoping for a sold-out event. The Friends agreed for the library to sell their bags with their logo for \$8 in October for Canadian Library Month.

16. Public comments:

Donna, on behalf of Karen and herself invited the Board to a casual get-together at Karen’s home, Oct 8 from 5-7 p.m.

17. Date and location of next meeting: Thursday October 17, 1 p.m., via ZOOM
(We will discuss a December meeting)

18. Adjournment:

Motion #2023-43 Moved by Karen Whitehorn that the meeting be adjourned at 3:18 p.m.