

RAMARA PUBLIC LIBRARY BOARD
Thursday, November 20, 2025
1 p.m., by ZOOM

Board members present: Jane Ste. Marie, Donna Hewitt, Elise Schofield, Councilor Joe Gough, Deputy Mayor Keith Bell, Dayle Rochon, Adrienne Davies.

Regrets: Karen Whitehorn, Heidi Stanley, Colleen McKee

Vision

Ramara Township Public Library enhances the quality of life in our rural township by providing public spaces, resources, and services to meet our community's changing needs.

1. Call to order: 1:09 p.m., Jane Ste. Marie

2. Consent agenda: none

3. Approval of agenda:

Motion #2025-73 Moved by Keith Bell, seconded by Joe Gough that the agenda be approved. Carried.

4. In camera:

Motion #2025-74 Moved by Donna Hewitt, seconded by Joe Gough that the meeting be moved *in camera*. Carried.

Motion #2025-75 Moved by Keith Bell, seconded by Donna Hewitt that the *in camera* minutes of October 16, 2025 be acted. Carried.

Motion #2025-76 Moved by Keith Bell, seconded by Joe Gough that the CEO's goals be approved as presented. Carried.

Motion #2025-77 Moved by Joe Gough, seconded by Keith Bell that the *in camera* session be ended. Carried.

Motion #2025-78 Moved by Keith Bell, seconded by Joe Gough that staff proceed as directed to accept the CEO's goals. Carried.

5. Declaration of conflicts of interest: none

6. Minutes of preceding meeting:

Error: Motion #2025-66 Moved by Joe Gough, seconded by **Keith Bell** that the *in camera* minutes of September 18, 2025 be accepted. Carried.

Motion #2025-79 Moved by Keith Bell, seconded by Joe Gough that the minutes of October 16, 2025 be approved as amended. Carried.

7. Business arising from the minutes:

Reminder: OLS Board Conference tonight – Reminder

December Lunch/Dinner - Friday , December 5, 6:30 p.m. at East Side Mario's

GIS mapping - Hannah at the Township office has mapped users according to postal code (work in progress)

2026 Library Budget – passed.

Market Fair Value Survey - we will discuss funding from our reserves in January.

Community Consultation Survey for St. Andrew's, etc. is still undecided. Perhaps our strategic plan can direct us to explore other options.

8. Correspondence:

Ministry of Tourism, Culture and Gaming: PLOG Report now available.

Strategic Planning Contract; – there is a wait list for meeting with Brandon from OLA for strategic planning, We will begin the process with a survey, starting now. The meeting process will be intense with 2 meetings/month except for 3 meetings in February; 11th, 19th and 25th. Our first meeting with Brandon will be January 14.

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

Jane was very impressed with the new recreation centre/library at East Gwillimbury. She thanked Elise for providing the invitation to the Open House.

10. Treasurer's report: *Elise Schofield for Manon Higgins, attached*

The Board package provided explanations.

Motion #2025-80 Moved by Joe Gough, seconded by Keith Bell that the Treasurer's report be accepted. Carried.

11. Chief Executive Officer's report: *Elise Schofield, attached*

Elise has applied for a grant to put a booklending kiosk in Washago and is presently searching for a location. The Library will be asking the Friends for funding to access technology to improve programs and resources.

The new flag is available and will be used for the flag-raising next year.

The programming flyer for January to June is ready to be accessed online through the Library's new website.

Elise is seeking strategic partnerships.

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

Finalizing a tough budget will be done next week. The Open House is a new idea. The Ramara Awards ceremony was well-attended – kudos to the location.

13. Committee reports: *none*

14. Advocacy Reports

Elise attended the East Gwillimbury Open House, the opening of the Barrie Public Library and Presented to North Kawartha Lakes and Bruce County Library staff.

15. Other business:

Board Assembly Report: *Elise Schofield on behalf of Heidi Stanley* – The sessions she has attended have been beneficial presenting OLS and its resources from a Board perspective. Strategic planning, Strong Mayors, among other resources were shared with the Board.



Human Resources Policies, *attached*

HR-09 Employee Onboarding, Development, and Promotion

HR-10 Training & Development – equal opportunity (sharing knowledge gained with co-workers), reimbursement possibilities

FN-04 Travel & Expense Policy – outline mileage, expenses, etc.

HR-12 Disciplinary Policy- change recorded, protocol outlined

HR-13 Compensation and Benefits Policy 52-55 – align with Township, except added an additional statutory holiday

Motion #2025-81 Moved by Joe Gough, seconded by Keith Bell that staff statutory holidays align with Township policy. Carried.

Suggested closure on December 24

Motion #2025-82 Moved by Joe Gough, seconded by Adrienne Davies that the Library close on Christmas Eve in 2025. Carried.

Motion #2025-83 Moved by Dayle Rochon, seconded by Donna Hewitt Carried. *I am not certain what this motion was about*

2026 FN-OI Fees Schedule

Motion #2025-84 Moved by Adrienne Davies, seconded by Keith Bell that coffee, when available, will be \$2.. Carried.

Motion #2025-85 Moved by Donna Hewitt, seconded by Joe Gough HR-13 Compensation and Benefits Policy be amended to include December 24 as a Statutory Holiday Closure. Carried.

Motion #2025-86 Moved by Dayle Rochon, seconded by Joe Gough that the changes to the HR and FN Policies are approved. Carried.

2026 Board Meeting Schedule

Action: Elise will send out the meeting schedule for 2026.

16. Friends of the Library report:

Christmas luncheon on December 4.

17. Public comments: *none*

18. Date and location of next meeting: Jan. 15, 2026. by ZOOM

19. Adjournment: 2.25 p.m.