

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – Thursday October 17, 2024.

Tyendinaga Township Public Library (852 Melrose Road, Shannonville, ON)

L McGrath
Christa

Attendance of Library Board Members: *Don McFarlane, Nicole McMechan, Lois McGrath, Christa Ray, Julia Smith (arrived at 6:57pm)*

Regrets –

Co-Chair – *Lois McGrath*

Recorder of Minutes – *Christa Ray*

Additional Attendees - *Kristin Farrell (CEO)*

1. **Call to Order –** (*Commencement – 6:07pm*)

2. **Land Acknowledgement –** Read by Lois McGrath

3. **Approval of Agenda**

Motion **2024-10-17-01** - to approve the October 17th agenda as amended.

- Moved by Christa
- Seconded by Nicole

Carried

4. **Declarations of Conflict of Interest**

- None

5. **Approval of Minutes from Previous Meeting Minutes**

Motion **2024-10-17-02**- to approve the meeting minutes.

- Moved by Don
- Seconded by Lois

Carried

6. **Business Arising from the Previous Minutes**

6.1. Friends of the Library – has been posted but no formal applications.

6.2. Melrose Craft Sale – vendors are at capacity (over 30) for both buildings, set up to happen on Thursday October 31st evening. Lois contacted George May to use the Doug Jarrell Barn and as we need the extra space. Map of local craft sales occurring on November 1st/2nd will be available at the library and the Blessington Store.

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6.3. Update on Bookkeeper Position – several applications were received, and candidates have been narrowed down. Don, Lois and Kristin to interview the week of Oct 21st.

7. Discussion of Action Items from Previous Minutes

7.1. Pay Equity follow up – Kristin is meeting on Monday October 21st with Pesce & Associates

7.2. Trustees Information Update – names have been removed from all correspondence

8. Board information Package

8.1. Finance Update – the new bookkeeper position will be funded through the bank interest that the library earns each month (this would be considered reserve funds)

8.2. CEO Report

- a. September was a quiet month which allowed for increased time spent on getting books into the new system. Cataloguing is 90% complete.
- b. Jasi training has been provided to Kristin and Lillian. Kristen and Lillian will then train other library employees. Patrons will receive new library cards.
- c. ALVA Foundation would like to see the financial statements from 2024 prior to granting funds.
- d. OLS conference will be held virtually in October; Lillian and Kristin to attend.
- e. Lillian is back to regular working hours.
- f. The Dementia Group has started with a few attendees.
- g. After school tutoring started mid-October. 15 students are registered.

9. Strategic Plan

9.1. Nothing to report.

10. Policies and Procedures

10.1. GOV 02 Board Orientation – reviewed and will be brought back to next meeting for board approval

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- 10.2. OP 04 Collection Development – reviewed and will be brought back to next meeting for board approval
- 10.3. OP 08 Meeting Rooms – reviewed and will be brought back to next meeting for board approval

11. Board Members Advocacy Activities Report

- 11.1. Report from Councilor McFarlane
 - a. Discussed concerns regarding payment of bookkeeper position.

12. In Camera Session

- 12.1. The reason for the in-camera session is to approve in-camera meeting minutes from September 19th

Motion 2023-10-17-03 – to move into the in-camera session at 7:07pm

- Moved by Lois
- Seconded by Julia

Carried

The TTPL board approves the in-camera meeting minutes from September 19th

- Moved by Nicole
- Seconded by Christa

Carrie

The TTPL board is coming out of in-camera session at 7:09pm

- Moved by Lois
- Seconded by Christa

Carried

13. Other Business

- 13.1. Nothing to report.

14. Date of Next Meeting: Thursday November 21st, 2024.

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15. Adjournment

Motion **2023-10-17-04** – to adjourn the meeting at 7:15pm

- Moved by Nicole
- Seconded by Julia

Carried