

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – September 19, 2024.

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

Christa Ray
L McGrath

Attendance of Library Board Members: *Don McFarlane, Nicole McMechan, Lois McGrath, Christa Ray*

Regrets - *Julia Smith*

Co-Chair – *Lois McGrath*

Recorder of Minutes – *Christa Ray*

Additional Attendees - *Kristin Farrell (CEO)*

1. **Call to Order –** (*Commencement – 6:01pm*)

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

3. **Approval of Agenda**

Motion **2024-09-19-01** - to approve the agenda as amended.

- Moved by Christa
- Seconded by Lois

Carried

4. **Declarations of Conflict of Interest**

- None

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

Motion **2024-09-19-02**- to approve the amended August 15th meeting minutes.

- Moved by Nicole
- Seconded by Christa

Carried

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

6.1. Flyer for Volunteers or Friends of the Library – flyer was put out on social media in early September and there has been some interest. Kristin will ask the Township staff to share on their social media channel as well.

6.2. Flyer for handyperson was distributed – library patron has offered to look after small tasks as needed to be completed.

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7. Discussion of Action Items from Previous Minutes

- 7.1. Follow up on Pay Equity Action Items and Councilor McFarlane to secure existing paperwork (action item). Most recent job descriptions provided by the Township were from 2021. Kristin to connect with Pesce & Associates to get the pay equity process started.

8. Board information Package

- 8.1. Financial Report (see attached)

- 8.2. Financials – reviewed by all members

- a. Update on HST – in previous years, the Township filed on behalf of the library and any money received was reimbursed to the library once the HST return was received by the Township.
- b. Amended 2022 Charitable Return – still in progress.
- c. 2017 Auditor entries in SAGE – to be reviewed once the bookkeeper is hired.
- d. Year-end projections – all categories are in good standing.

- 8.3. CEO Report –

- a. ALVA Foundation (local Philanthropists) – any funding received will be dedicated to children's wellness and nature-based learning.
- b. The library is a dementia friendly community supporter as recognized by the Alzheimer's Society. The last Thursday of every month will be an evening of support/information session – registration is preferred.
- c. Staffing – the library will have an extra student on staff while assistant librarian is away on medical leave.
- d. 75 local children registered in the summer tutoring program in addition to the children who stopped in for the arts, STE(A)M, Mario Kart and French language programs.

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- e. Music and Motion will begin in October. Barn Boards, and the return of puzzle competitions will also continue.

9. Strategic Plan

- 9.1. A template will be chosen so that we can begin the process of creating a strategic plan that will fit the image of the rural library with a focus on community building.

10. Policies and Procedures

- 10.1. Nothing to report on.

11. Board Members Advocacy Activities Report

- 11.1. Report from Councilor McFarlane
 - a. The library executive current situation was discussed in camera at the regular council meeting.

12. In Camera Session

- 12.1. The reason for the in-camera session is the following: to discuss the library executive's recent resignation of two members.

Motion **2023-09-19-03** – to move into the in-camera session at 7:06pm

- Moved by Lois
 - Seconded by Nicole
- Carried

The TTPL board is coming out of in-camera session at 7:55pm

- Moved by Christa
 - Seconded by Lois
- Carried

13. Other Business

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- 13.1. Update to Trustees Information – has been sent in via registered mail.
ACTION ITEM - Kristin to follow up.

- 13.2. Establishing a Bookkeeper Position (see description as attached)

Motion **2024-09-19-04-** to approve the bookkeeper job description

- Moved by Lois
 - Seconded by Nicole
- Carried

Motion **2024-09-19-05-** to approve the posting of the job

- Moved by Don
 - Seconded by Christa
- Carried

- 13.3. Library Newsletter - October is the planned release for the next issue.

- 13.4. Jasi Update - 10,000 items have been catalogued but work continues.

- 13.5. Received \$500 from Bay of Quinte Mutual – someone nominated the library to receive the award. This will help to maintain the young adult book club for the remainder of the year.

Motion **2024-09-19-06-** to approve the \$500 donated by Bay of Quinte Mutual being used to support the young adult book club

- Moved by Christa
 - Seconded by Nicole
- Carried

- 13.6. Melrose Craft Sale – Lois provides a written email receipt as acknowledgement when each vendor has submitted their table fee. This should satisfy auditor requirements as needed.

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- a. Silent Auction Items – Christmas themed items would be ideal. A monetary donation to the library could be traded for an arm's length of tickets for use with the silent auction items.
- b. Vendor donations - It must be a game of chance (i.e. guessing of the balls in the glass or something similar).

14. Date of Next Meeting: October 17th, 2024.

15. Adjournment

Motion **2023-09-19-07** – to adjourn the meeting at 8:35pm

- Moved by Don
- Seconded by Lois

Carried