

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – AUGUST 15TH, 2024.

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

Christa Ray
Lois McGrath

Attendance of Library Board Members: *Marian Petelycky, Don McFarlane, Nicole McMechan, Christa Ray, Julia Smith*

Regrets – *Lois McGrath, Cathy Mullarky*

Co-Chair – *Nicole McMechan* **Recorder of Minutes** – *Christa Ray*

Additional Attendees - *Kristin Farrell (CEO)*

1. **Call to Order** – (*Commencement – 6:03pm*)
2. **Land Acknowledgement** – Read by Nicole McMechan
3. **Approval of Agenda**

Motion **2024-08-15-01** - to approve the 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 **2024-08-15-02**- to approve the amended meeting minutes.

- Moved by Marian
- Seconded by Nicole

Carried

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

6.1. Friends of the library – a flyer will be created to send out to the township residents to attract a potential group of volunteers.

6.2. September delegation – defer until later in the fall

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7. Discussion of Action Items from Previous Minutes

7.1. Insurance Policies Follow up – none to report

7.2. Pay Equity – review of correspondence regarding pay equity plan for paid library employees.

ACTION ITEM – Don to secure existing pay equity paperwork from the Township to help expedite the consulting proposal process.

Motion 2024-08-15-03 - to approve the recommendation from the finance committee that the library pay equity plan as outlined in the Pesce & Associates Consulting Proposal be accepted by the board.

- Moved by Marian
- Seconded by Nicole

Carried

Motion 2024-08-15-04 - to approve the funding for the Pay Equity proposal to be taken out of reserve funds if required as referenced in Page 21 of the consulting proposal from Pesce & Associates.

- Moved by Marian
- Seconded by Christa

Carried

7.3. Follow up MOU – none to report

7.4. Mailbox – Kristin will use funds from the repair and maintenance budget line to secure someone to install the mailbox.

8. Board information Package

8.1. Correspondence –

Summer tutoring program - lots of positive feedback from parents including thank you notes to the tutors.

8.2. Finance Committee Update – moved to September

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8.3.CEO Report

- a. Jasi – library staff have classified 7500+ items but it is difficult to determine a finite date in which the catalogue/inventory process will be complete. Inventory is moving along efficiently. Books are being sorted and removed accordingly as the online catalogue process continues.
- b. Septic update – still awaiting the electrical component to be installed which is the last step in the upgrade.
- c. A steady stream of new patrons continue to visit the library.

9. Strategic Plan

- 9.1. Strategic Plan Meeting will be rescheduled.

10. Policies and Procedures

- 10.1. Board members continue to work on their Annual Training Plans (Board Orientation and Second Year) as posted in the shared TTPL Library Board Google drive.

11. Board Members Advocacy Activities Report

- 11.1. Report from Councilor McFarlane – none to report.

12. Other Business

- 12.1. Auditor visited the library mid-July, and the discussion was positive.
- 12.2. Melrose Craft Sale November 1st and 2nd – all buildings will be used. The Lion's Club will serve coffee at the event.
- 12.3. The 2024 Ontario Library Service Virtual Conference is being held October 23rd. The theme is: *How does your library build momentum?* Kristin will be presenting Music + Motion. She will have more information in September.

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13. Date of (Rescheduled) Special Meeting: Thursday September 19th, 2024.

14. Date of Next Regular Board Meeting: Thursday October 24th, 2024.

15. Adjournment

Motion 2023-08-15-05 – to adjourn the meeting at 7:40pm

- Moved by Christa
- Seconded by Don

Carried