

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – June 19<sup>th</sup>, 2024.

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

C. Ray.  
N. McMechan

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

**Regrets –** *Lois McGrath*

**Co-Chair –** *Nicole McMechan*

**Recorder of Minutes –** *Christa Ray*

**Additional Attendees -** *Kristin Farrell (CEO)*

**1. Call to Order –** *Nicole McMechan (Commencement – 6:05pm)*

**2. Land Acknowledgement –** *Read by Nicole McMechan*

**3. Approval of Agenda**

**Motion 2024-06-19-01 -** to approve the agenda as amended.

- Moved by Cathy
- Seconded by Christa

**Carried**

**4. Declarations of Conflict of Interest**

- None

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

**Motion 2024-06-19-02-** to approve the amended Meeting Minutes from May 16, 2024.

- Moved by Marian
- Seconded by Cathy

**Carried**

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

6.1 Directors Liability Insurance and Employment Practices Insurance

6.1.1 **ACTION ITEM** – Marian to inquire about when the insurance will be in place.

**Tyendinaga Township Public Library**

**Board of Directors Regular Meeting Minutes – June 19<sup>th</sup>, 2024.**

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

**6.2 Pay Equity**

- 6.2.1 A full review is not required for all staff. Review should occur for staff who have had a change of responsibilities or any newly hired employees.
- 6.2.2 **ACTION ITEM** – Don to inquire about the pay equity chart and any additional documentation which is used for TTPL staff when placing on the pay equity scale.

**7. Discussion of Action Items from Previous Minutes**

**7.1. Friends of the Library update**

- a. There are volunteers who are interested in facilitating future activities and events.

**7.2. Library Mailbox Follow up**

- a. Mailbox has been approved.
- b. **ACTION ITEM** - Kristin to get the mailbox installed.

**7.3. Follow up MOU**

- a. Received a letter from the Township about the MOU collaboration process.
- b. **ACTION ITEM** - The TTPL Library Executive will return correspondence.

**7.4. September delegation (council meetings are Sept 4<sup>th</sup> or Sept 18<sup>th</sup> – to be decided)**

- a. Overview of summer programming
- b. Music in Motion Report (and Impact)
- c. Annual Report to be provided.

**8. Board Information Package**

**8.1. Correspondence**

- a. Positive informal feedback from community members

**8.2. Finance Committee Update**

- a. Scheduled to have the audit the week of July 15<sup>th</sup>

**Motion 2024-06-19-03 – to replenish funds that have been taken out of reserve funds and used to fund operational expenses until Municipal Grant was received on May 1<sup>st</sup>.**

- Moved by Cathy
- Seconded by Marian

**Carried**

**Tyendinaga Township Public Library**

**Board of Directors Regular Meeting Minutes – June 19<sup>th</sup>, 2024.**

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

b. Terms of Reference

**Motion 2024-06-19-04** – for the TTPL to approve the Terms of Reference for the Finance Committee

- Moved by Marian
- Seconded by Nicole

**Carried**

8.3. CEO Report

- a. Jasi is installed on staff computers. Staff members are informally testing the new system so that everyone is comfortable with Jasi when it is fully operational. New labels will eventually be arriving in the mail.
- b. The new TTPL website will go live once Jasi is ready to go.

**9. Strategic Plan**

- 9.1. Update – deferred to Policies and Procedures section.

**10. Policies and Procedures**

- 10.1. OP -12 – Circulation – discussed and revised document to be presented at the next meeting.
- 10.2. OP -01 – Protection of Privacy and Access to Information - discussed and revised document to be presented at the next meeting.
- 10.3. GOV-09 – Evaluation of the Chief Executive Officer – deferred to the next meeting.

**Motion 2024-06-19-05** – for the TTPL to approve the following two documents:  
**GOV-04 – Revision 2 Committees of the Board and HR-08 Prevention of Workplace Violence**

- Moved by Marian
- Seconded by Nicole

**Carried**

**Tyendinaga Township Public Library**

**Board of Directors Regular Meeting Minutes – June 19<sup>th</sup>, 2024.**

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

10.4 **ACTION ITEM** - Special meeting to be scheduled to discuss the following policies:

- a. GOV-11 – Evaluation of the Board
- b. GOV-06 – Planning
- c. GOV-01 -Purpose of the Board

**11. Board Members Advocacy Activities Report**

- 11.1. Report from Councilor McFarlane – nothing to report.
- 11.2. Report from Marian Petelycky

**12. In Camera Session – not applicable**

**13. Other Business**

- 13.1. TTPL Annual Training Plan – Module 1 (Board Orientation) to be completed by end of June by all board members. Module 2 (Board Training) will be ready to go soon.

**14. Date of Special Meeting:** Thursday July 25, 2024 @ 6pm  
**Date of Next Board Meeting:** August 15, 2024 @ 6pm

**15. Adjournment**

**Motion 2024-06-19-06** – to adjourn the meeting at 8:23pm

Moved by Christa

Seconded by Marian

**Carried**