

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – May 16, 2024.

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

Christa Ray
N. McMechan

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

Regrets - *None*

Chair – *Lois McGrath* **Recorder of Minutes –** *Christa Ray*

Additional Attendees - *Kristin Farrell (CEO)*

1. Call to Order – *Lois McGrath (Commencement – 6:06pm)*

2. Land Acknowledgement – *Read by Lois McGrath*

3. Approval of Agenda

Motion 2024-05-16-01 - to approve the agenda as amended.

- Moved by Marian
- Seconded by Nicole

Carried

4. Declarations of Conflict of Interest

- None

5. Approval of Minutes from Previous Meeting Minutes

Motion 2024-05-16-02- to approve the amended Meeting Minutes from March 21, 2024.

- Moved by Marian
- Seconded by Lois

Carried

Motion 2024-05-16-03- to approve the amended Meeting Minutes from April 18, 2024.

- Moved by Cathy
- Seconded by Marian

Carried

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6. Business Arising from the Previous Minutes

- 6.1. Directors Liability Insurance and Employment Practices Insurance
- 6.2. Pay Equity and follow up of information communicated at the April 15th Council Meeting

Motion **2024-05-16-04** – the amended and verbal Pay Equity Municipal Inclusion Report for Staff will be included in this meeting's minutes.

- Moved by Marian
- Seconded by Christa

Carried

7. Discussion of Action Items from Previous Minutes

7.1. Friends of the Library Update –

- a. **ACTION ITEM** – Kristin to contact Tweed Public Library. Include a sign-up sheet with information at the 50th Birthday Celebration to attract potential Friends of the Library members.

7.2. Lottery License Update – we are not required to have a lottery license for a game of skill, but you are required to have a license for a game of chance.

8. Board Information Package

- 8.1. Correspondence – nothing to report.
- 8.2. Finance Committee Update –
 - a. No concerns to report.
 - b. Audited statements – draft received for 2022.

Motion **2024-05-16-05** - to approve the 2022 TTPL audited financial statement which was communicated on the Tyendinaga Township website.

- Moved by Cathy
- Seconded by Marian

Carried

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8.3. CEO Report

- a. There was a recent Canada Day Planning collaboration request from the Township. If the TTPL can find staff to assist with the event, the Library is willing to provide an activity. The Township will need to cover the cost of wages and consumable supplies since these expenses have not been included in the existing TTPL budget.
- b. Looking to increase efficiency when it comes to receiving mail.

ACTION ITEM – Don will confirm the process of adding a TTPL specific mailbox.

- c. Library Programming –
 - The Puzzle Challenge was well received.
 - Raising Chicken Seminar was well attended.
 - Support the Future of the Library Initiative – idea from student librarians to continue fundraising with money raised going to larger future projects.

9. Strategic Plan

- 9.1. **ACTION ITEM** - The TTPL board will create a vision and mission statement that we can use as a directive to work toward.

10. Policies and Procedures

- 10.1. **ACTION ITEM** – review of GOV-09 by the committee who completed the CEO appraisal report.
- 10.2. Board Training continues to be an ongoing focus.

11. Board Members Advocacy Activities Report

- 11.1. Report from Councilor McFarlane
- 11.2. Discuss planning of Next Library Board Delegation to Council
ACTION ITEM – the TTPL board will plan to have a delegation presentation planned for September 2024.

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12. In Camera Session –

Motion 2024-04-18-06 – to move into the in-camera session to discuss a personal matter at 8:04pm

- Moved by Marian
- Seconded by Julia

Carried

Motion 2024-04-18-07 to move into open session at 8:27pm

- Moved by Marian
- Seconded by Christa

Carried

13. Other Business

- 13.1. Update from the Volunteer Appreciation Group – Sunday, June 2nd
- Plaques and awards
 - Cupcakes
 - Refreshments
 - Dignitaries invited to speak @ 2pm

14. Date of Next Meeting: Wednesday June 19th, 2024.

15. Adjournment

Motion 2024-05-16-08 – to adjourn the meeting at 8:33pm

Moved by Lois
Seconded by Marian

Carried

Pay Equity, Municipal Inclusion Report for Public Library Staff Members

As this topic came under consideration, an informal poll was conducted of other libraries in nearby Municipalities as to whether or not their library staff are included with municipal staff for the purposes of Pay Equity Review. **Eighty eight percent** (30 out of 34) respondents resplied that they were included.

In regards to whether or not the employees who work at the library are employees of the Municipality **ninety seven percent** (33 out of 34) of respondents indicated that they are **not** employed by the Municipality. They are employed by the Library Board.

Pay Equity, Municipal Inclusion Report for Public Library Staff Members

Are the library staff included on the Municipal Pay Equity Review? (yes or No?)

	<u>Yes</u>	<u>No</u>	Library employees are <u>employees of Municipality?</u>	Comments
Blue Mountain	1	No		
Brock	1	No		Have not been included in the past but will be going forward
Brockville	1	No		
Caledon	1	No		
Callander	1	No		
Carleton Place	1	Yes		
Centre Hastings		1 No		Have been included in the past but are going to do their own going forward
Chatham Kent	1	No		
Grand Valley	1	No		
Hastings Highlands	1	No		
King Township	1	No		
Nipigon		1 No		
North Hastings	1	No		
Southgate	1	No		
Stirling Rawdon	1	No		
Trent Hills	1	No		
Tweed	1	No		
Rama Township	1	No		
Springwater	1	No		
Wasaga Beach	1	No		
Brighton	1	No		
Brockville	1	No		
Clarence - Rockland		1 No		
Clearview	1	No		
Deseronto	1	No		
Georgina	1	No		
Grand Valley	1	No		
Kingston		1 No		
Milton	1	No		Have done their own in the past however going forward they will be included Municipality willing to include them but library board still deciding if they want to do their own
Petawawa	1	No		
Ramara	1	No		
Seguin	1	No		
Sundridge-Strong	1	No		
Tweed	1	No		
	<u>30</u>	<u>4</u>		
		88%		

Percentage of respondents who are included with their municipality's pay equity review