

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – Thursday March 27, 2025.

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

C. Ray
L. McGrath

Attendance of Library Board Members: *Lois McGrath, Christa Ray, Tiki Hicks, Eric Fry, Don McFarlane, Nicole McMechan, Julia Boese (departed in-camera meeting at 8:06pm)*

Regrets - *None*

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 **2025-03-27-01** - 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 **2025-03-27-02**- to approve the amended regular board meeting minutes from January 23, 2025.

- Moved by Tiki
- Seconded by Christa

Carried

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

6.1. Information from the Auditors re: Independent audit vs. Status Quo. It is most cost effective to complete the audit alongside the Township.

ACTION ITEM – treasurer (Tiki) will follow up with the auditor to discuss the township allotted funds for the audit vs. the final audit bill.

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6.2. Update on MOU

- a. Review and revision of some minor wording.

Motion **2025-03-27-03**- to approve the MOU as a working document to be presented to the Township for review.

- Moved by Eric
- Seconded by Julia

Carried

6.3. Update on DOA/Insurance

- a. Still awaiting on confirmation about insurance coverage for TTPL board members. Insurance is being paid but coverage is not clear. This issue is a priority and needs to be addressed as soon as possible.

7. Discussion of Action Items from Previous Minutes

- 7.1. Not applicable.

8. Board information Package

- 8.1. Correspondence – none

- 8.2. Acknowledgement of International Women's Day (IWD) from Councillor Phillips – a thank you card, and token of appreciation was received by board members.

- 8.3. Library Staff members received IWD Cards from 1st Tyendinaga Guides and Pathfinders Unit.

- 8.4. Treasurer's Financial Update

- a. Approved at 2% increase which reflects a deficit of \$5000 moving forward. Library board members will need to reassess what was sent to Council.

Motion **2025-03-27-04**- to request that the CEO (Kristin) review the budget so that the 2025 budget will fit into the 2% allotted increase received from the Township.

- Moved by Eric
- Seconded by Lois

Carried

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8.5. CEO Report

- a. JASI – the new cataloging system is more specific in tracking family use, but it is still important for all family members to have their own library cards.
- b. Weather affected Music in Motion this month. Numbers were down slightly.
- c. March Break was quiet but still successful.
- d. Children's Home Alone and Babysitter's course will be offered again. Have yet to be advertised to the community.
- e. Tutoring is a mix of paid (student librarians) and non-paid positions.

9. **Strategic Plan**

9.1. Nothing to report.

- a. **ACTION ITEM** – the secretary (Christa) to follow up with CEO (Kristin) about getting on outline for the strategic plan started so that library board members can review at the next meeting.

10. **Policies and Procedures**

- 10.1. **HR-04 Vacation, Public Holidays and Leave** to be discussed in further detail at the next meeting.

11. **Board Members Advocacy Activities Report**

11.1. Report from Councilor McFarlane

- a. Overall, the Township is trimming budgets in many areas, not just the library.
- b.

12. **In Camera Session**

- 12.1. The reason for the in-camera session is to discuss pay equity report and long-term planning of board policies where revisions are overdue; this includes policy HR-04 Vacation, Public Holidays and Leave.

Motion **2025-03-27-05** – to move into the in-camera session at 7:40pm

- Moved by Eric
- Seconded by Christa

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Motion **2025-03-27-06** - to move the TTPL board out of in-camera session at 8:23pm

- Moved by Eric
- Seconded by Nicole

Carried

13. Other Business

13.1. Follow up on the March 19th budget meeting – already discussed during the treasurer report.

13.2. Circulation Clerk Position – not filled yet.

Motion **2025-03-27-07**- to hire a new circulation clerk for the TPPL

- Moved by Eric
- Seconded by Tiki

Carried

13.3. EV Charging Stations, as part of the EV ChargeON Communities Sites Stream – not associated with TESLA, a representative came to assess the library site but nothing is moving forward at this time. There are issues with the proposed location (drainage etc.) and a concern that an EV charger would take up much needed space for regular patrons.

13.4. Request from Friends of the Library to transfer over the amount currently in reserves to their bank account, or an agreed upon amount once they have their banking account established.

Motion **2025-03-27-08**- to transfer \$5000 back to the Friends of the Library

- Moved by Nicole
- Seconded by Lois

Carried

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14. Date of Next Meeting: Thursday April 24, 2025.

15. Adjournment

Motion **2025-03-27-09** – to adjourn the meeting at 8:28pm

- Moved by Tiki
- Seconded by Lois

Carried