

L. McGrath

Christa Ray

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – November 21, 2024.

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

**Attendance of Library Board Members:** *Don McFarlane, Nicole McMechan, Lois McGrath, Christa Ray, Julia Boese, Tiki Hicks, Eric Fry*

**Guest –** *Carla Haigh (bookkeeper)*

**Regrets -** *None*

**Co-Chair –** *Lois McGrath*

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

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

**1. Call to Order –** *(Commencement – 6:04pm)*

1.1. Welcome to the New Board Members

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

**3. Approval of Agenda**

Motion **2024-11-21-01** - to approve the agenda as amended.

- Moved by Julia
  - Seconded by Christa
- Carried

**4. Declarations of Conflict of Interest**

- None

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

Motion **2024-11-21-02**- to approve the meeting minutes.

- Moved by Lois
  - Seconded by Nicole
- Carried

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

6.1. Friends of the library committee has been formed.

6.2. Melrose Craft Sale Wrap-up. A total of \$2747 was raised. Silent auction was successful (new edition of the auction was received well).

6.3. Update on the Bookkeeper hired – Carla Haigh has been officially hired.

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

- 7.1. Pay Equity Update – all staff members completed a questionnaire and watched a pre-recorded video from Pesce & Associates.

**8. Board information Package**

8.1. Correspondence –

- 8.1.1. Received a homemade thank you card from the homeschool group who frequents the library.
- 8.1.2. Informal feedback from a new library patron who said that “the library was the best discovery she has made in a long time.”
- 8.1.3. Alva foundation is delivering the cheque for the grant on November 22<sup>nd</sup> at 1pm.

8.2. Financial Update

- 8.2.1 HST rebate – a couple of options available – para-municipal application (receives 100% of GST back) or a charitable organization (receives 50% GST). The most important priority is to get the 2020 HST rebate completed before the end of the year. The library board will need to decide which is our preference.
- 8.2.2 Student Wages – several different sources of funding: \$2300 came from the municipality but we also received \$9000 from Canada Summer Jobs and cataloging expenses (wages for student data entry) came from the Commonwell Grant.

8.3. Review of the Draft 2025 Library Budget

- 8.3.1 Carla and Kristin to finalize the student wages. Lilian is currently working 25 hours/week but the request to increase her hours to 30 hours/week will be submitted for 2025.
- 8.3.2 Most costs will remain the same, but some have been lowered (i.e. septic, bundling fax line with Bell etc.).

**Motion 2024-11-21-02-** to move forward in bundling the fax line with the existing Bell telephone account.

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- Moved by Eric
  - Seconded by Lois
- Carried

8.4.CEO Report

8.4.1 – Cataloguing is nearing completion. (COPY AND PASTE FROM REPORT)

**9. Strategic Plan**

9.1. One part of the library's mission statement ( "*Working together as a learning community.*") will be displayed in the front entry way via acrylic letters which are coming from a company in Trenton.

**10. Policies and Procedures**

10.1 Governance – Board Orientation – GOV02-02

Motion **2024-11-21-04** - to approve policy document as updated with new board member information

- Moved by Lois
  - Seconded by Nicole
- Carried

10.2 Operational 04 – Collection Development OP-2

Motion **2024-11-21-05** - to approve amended policy document

- Moved by Lois
  - Seconded by Julia
- Carried

10.3 Operational Meeting Rooms OP-08 - 2

Motion **2024-11-21-06** - to approve amended policy document

- Moved by Christa
  - Seconded by Lois
- Carried

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**11. Board Members Advocacy Activities Report**

11.1. Report from Councilor McFarlane

11.1.a.1. A total of 9 electric vehicle chargers will be installed in Tyendinaga Township (3 at the rec hall, 3 at the ball diamond, 3 at the library) by Joule Electric.

11.1.a.2. Township food drive expanded to a week of collection – there was a suggestion to drop food off at the library after hours (4-8pm).

11.1.a.3. The Township Santa Claus Parade is on December 6<sup>th</sup> – the library staff is working on a parade float

11.1.a.4. Volunteer Dinner – Tuesday November 26<sup>th</sup> @ the Melrose Hall (6-8pm)

**12. Other Business**

12.1. Third Party Support Program Application –

- a. Melrose Craft Sale will be held on November 7/8, 2025 to align with the Heart of Hastings craft tour. Kristin to confirm with application.
- b. Potential for a spring craft sale/lilac tea – suggested by a few community members.

12.2. Christmas Holiday Library Closure – open on Monday December 23<sup>rd</sup> (instead of being open on Tuesday December 24<sup>th</sup>) and then again a partial day on Tuesday December 31<sup>st</sup> (early closure for New Year's Eve)

12.3. Appointment of new treasurer – will be decided at the next library meeting

**13. Date of Next Meeting:** Thursday December 12, 2025 @ 6pm

**14. Adjournment**

Motion **2023-month-date-06** – to adjourn the meeting at 7:55pm

- Moved by Lois
- Seconded by Christa

**Carried**