

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – January 23, 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 (left at 7:10pm)*

Regrets - *Nicole McMechan, Julia Boese*

Co-Chair – *Lois McGrath*

Recorder of Minutes – *Christa Ray*

Additional Attendees - *Kristin Farrell (CEO)*

1. **Call to Order –** (*Commencement – 6:03pm*)

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

3. **Approval of Agenda**

Motion **2025-January-23-01** - to approve the agenda as amended.

- Moved by Christa
- Seconded by Tiki

Carried

4. **Declarations of Conflict of Interest**

- None

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

Motion **2025-January-23-02-** to approve the amended meeting minutes.

- Moved by Eric
- Seconded by Lois

Carried

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

6.1. Revisit the Memorandum of Understanding

- a. The board members will look at the original MOU and create a more concise document.

6.2. The dates for the Melrose Craft Sale have been requested for November 7th and 8th – formal approval will be at a future council meeting.

6.3. The Bookkeeper has filed the HST rebate as a para-municipal organization.

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – January 23, 2025.

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

C. Ray
L. M. S.

6.4. Director's Liability Insurance – policy needs to be shared with the TTPL Board of Directors so that we can become familiar with what is included. A copy of the policy should be readily available upon request at the Township Office.

Motion **2025-January-23-03**- Don to request a copy of the Director's Liability Insurance document from the Township Administration

- Moved by Eric
 - Seconded by Christa
- Carried

7. Discussion of Action Items from Previous Minutes

7.1. Previous Meeting Minutes have been amended accordingly.

8. Board information Package

8.1. Correspondence

- Donations from Anne Buckley's funeral were requested to go to the TTPL.
- Anonymous cash donation from a patron was received to go toward books that focus on baseball, guitar playing, men's mental health, and children's stories with a kindness theme in memory of Brad Murphy.

8.2. Treasurer's Financial Update

- No updates. More to follow at the next meeting. Adjustments are being made by the bookkeeper.

8.3. 2025 Budget

- Kristin has re-worked the projected 2025 budget. It now stands at a 6% increase from last year's request.
- The bookkeeper's salary will be covered by the bank interest incurred throughout the year.

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

- c. Some revenue sources (i.e. grants/donations) are open-ended but some are more specific. In the case of open-ended sources, it is up to the TTPL board to decide how to spend the funds.

8.4. CEO Report

- a. See attached for full report.
- b. December was busy – lots of patrons coming in for books (likely due to increased holiday closures)
- c. Workshops and activities were well attended. Requests have been made for afternoon sessions on weekends for students beyond pre-school age.
- d. Music in Motion started January 23 for another 8-week session. 15 participants showed up for the first session.
- e. Libby is being well used by many patrons.
- f. Total number of visits at the library for 2024 was 6755 with the highest number of patrons visiting in July. There were 194 NEW patrons in 2024.
- g. A crochet/knitting borrowing system has been implemented. Patterns will be located/catalogued in a binder for patron use.

8.5. 2023 Audit

- a. The TTPL must use the same auditing company that the Township uses. Moving forward, it may be worthwhile investigating an independent audit from the Township so that it is completed in a timely manner.

9. **Strategic Plan**

- 9.1. Nothing to report.

10. **Policies and Procedures**

- 10.1. Nothing to report

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – January 23, 2025.

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

C. Ray
L. M. Sheth

11. Board Members Advocacy Activities Report

- 11.1. Report from Councilor McFarlane
a. Nothing to report from council.

12. Other Business

- 12.1. No other business.

13. Date of Next Meeting: February 20th, 2025.

14. Adjournment

Motion **2025-January-23-04** – to adjourn the meeting at 7:45pm

- Moved by Eric
 - Seconded by Lois
- Carried