

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – Tuesday October 14th, 2025.

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

C. Ray  
N. McMechan

**Attendance of Library Board Members:** *Christa Ray, Julia Boese, Nicole McMechan, Jen Phillips*

**Regrets -** *Don McFarlane,*

**Co-Chair –** *Julia Boese*

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

**Additional Attendees -** *Carrie Fraser*

1. **Call to Order** – (*Commencement – 6:07pm*)

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

3. **Approval of Agenda**

Motion **2025-October 14-01** - to approve today's meeting agenda as amended.

- Moved by Julia
  - Seconded by Nicole
- Carried

4. **Declarations of Conflict of Interest**

- None

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

Motion **2025-October 14-02**- to approve the meeting minutes as amended from Thursday September 16th, 2025.

- Moved by Nicole
  - Seconded by Christa
- Carried

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

6.1. Procurement - update from CEO on procurement policies from other libraries across the province.

- a. Sample policies are available from OLS.
- b. **ACTION ITEM** - The Policy Subcommittee will meet to discuss in more detail and create a TTPL specific policy on procurement.

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6.2. OLS Library Board Training Update

- a. **ACTION ITEM** - if applicable, the CEO will provide specific course recommendations that would benefit library board members in their role(s). Most courses are offered during the work day which conflicts with board member schedules.

**7. Board information Package**

7.1. Correspondence

- a. The Lion's Club donated \$500 to the library. This is a general donation that can be used for anything related to the library.
- b. The Connectivity fund will be \$2196 this year; this fund is dedicated to providing service at rural libraries like TTPL.
- c. The ALVA Foundation approved an extension for project completion on the outdoor beautification initiative (Spring 2026).
- d. Public Library Operating Grant (PLOG) is underway. The CEO is working with the government agency who oversees Transfer Payment Ontario (TPON) to gain access to the TTPL specific documents for reporting purposes.
- e. The Health Unit is coming to do an inspection on October 15th so that prepackaged snacks can be approved and served during programming.

7.2. Treasurer Reports/Financial Update

- a. The bookkeeper has inquired about ALVA Foundation funding. **ACTION ITEM** - The treasurer will report back about the deadline extension.
- b. The TTPL draft budget is due mid-November 2025; the CEO and treasurer will strive to meet this deadline. This draft budget will go to council for approval in December 2025.

7.3. CEO Report

- a. The CEO will look for increased efficiencies in the upcoming budget.
- b. Melrose Craft Sale: **ACTION ITEM** - dessert donations from Friends of the Library and the Library Board members. Volunteers needed to help set up at 9am on Friday and tear down at 4pm on Saturday.

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- c. A Friends of the Library information session will be held in November. The intent is to attract more members for help with fundraising efforts.
- d. Volunteers at the Library - 4 regular adult volunteers and 4 students
- e. Tutoring commences the week of October 20th. There are 8 students registered for tutoring sessions.
- f. Upcoming performance appraisals and review - **ACTION ITEM:** the library board will review once the CEO has the student job description finalized.
- g. New Kobos and the desktop computers will be purchased this week for the library.
- h. Online catalogue is almost ready to go. Patrons will be able to renew books, place holds, and view items online.
- i. Children's programming continues to be very well received and attendance is excellent.

Motion **2025-October-14-03** CEO to request that the Friends of the Library take over the Melrose Craft Sale planning for 2026.

- Moved by Jen
  - Seconded by Nicole
- Carried

Motion **2025-October-16-04** to accept the board information package.

- Moved by Julia
  - Seconded by Christa
- Carried

## 8. Strategic Planning Report

8.1. Update - subcommittee planning meeting moved to January 2026.

## 9. Policies & Procedures

### 9.1. Policy Subcommittee Update

- a. The committee met on October 7th to discuss priorities.
- b. Procedural bylaw is being worked on and will be ready by the next board meeting.

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**10. Board Members Advocacy Activities Report**

10.1. Report from Councilor Phillips

- a. Township budget timeline and 3rd party support application discussed.

**11. In Camera Session**

11.1. Not applicable

**12. Other Business**

- 12.1. Ongoing work on the procurement policy prior to hiring out any work at the library; this is a priority.

**13. Date of Next Meeting:** Monday November, 10 2025 @ 6:15pm

**14. Adjournment**

Motion **2025-October-14-05** – to adjourn the meeting at 6:46pm

- Moved by Christa
  - Seconded by Jen
- Carried