

Tyendinaga Township Public Library

C. Ray  
N. McMechan

Board of Directors Regular Meeting Minutes – Monday June 16, 2025.

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

**Attendance of Library Board Members:** *Nicole McMechan, Don McFarlane, Julia Boese, Jen Phillips*

**Regrets** - Christa Ray

**Co-Chair** – *Nicole McMechan*

**Recorder of Minutes** – *Julia Boese*

**Additional Attendees** - *Carrie Fraser*

**1. Call to Order** – (*Commencement – 6:02pm*)

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

**3. Declarations of Conflict of Interest**

None

**4. Approval of Agenda & Welcome/Introductions**

Motion **2025-06-16-01** - to approve the agenda as amended.

- Moved by Jen
- Seconded by Julia

**Carried**

Official welcome to Carrie Fraser - the new CEO of Tyendinaga Township Public Library

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

Motion **2025-06-16-02** - to approve the meeting minutes from May 15, 2025.

- Moved by Nicole
- Seconded by Don

**Carried**

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

6.1. Signing Authority

- a. Updated.

6.2. Interim support from Deseronto Public Library

- a. Not needed as was originally planned, but Julie is willing to assist.

6.3 Assistant Librarian Applicants

- a. Top 6 applicants selected for Carrie to review and she has narrowed it down to 4.

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- b. Interview Process to begin- host interviews on the morning of June 24th. Carrie will invite the 4 applicants for an interview, beginning at 9:00, with 40 minute time slots. Jen will find questions.

**6.3. Circulation Clerk Applicants**

- a. To be hired after the assistant librarian is confirmed. Carrie will take the lead on hiring.

**6.4. New board member update -**

- a. Council has determined that no new board members are required and will not be advertising for any additional openings.

**7. Board information Package**

**7.1. Correspondence**

**7.2. Treasurer Reports/Financial Update**

- a. Overview of previous financial documents

7.2.a.1. Need to find information on deferred donations to allocate to appropriate expenses. Carrie will familiarize herself with all of the parameters around each of the grant donations.

- b. New pay cycle for employees

7.2.b.1. Jen emailed students with a calendar to outline past payments.

7.2.b.2. Carla has a suggested pay schedule for bookkeeping. Jen will forward this to Carrie for suggestions and approval.

**8. Strategic Planning Report**

- 8.1. Nothing to report.

**9. Policies and Procedures**

- 9.1. TTPL Policy Manual to be printed/shared with new CEO

- 9.2. TTPL Policy Subcommittee has been created and will be responsible for consolidating electronic and hard copy versions of all policies.

**10. Board Members Advocacy Activities Report**

- 10.1. Report from Councilors McFarlane/Phillips

- 10.2. Council meeting on June 18th at 4:00 at the Melrose Rec Hall. Board members are invited to attend and introduce Carrie. It will be early on in the agenda.

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**11. In Camera Session (if applicable)**

11.1. The reason for the in-camera session is the following: confidential personal matters about an identifiable individual and contractual matters related to payment. Approval of in-camera meeting minutes from April 30, 2025 will also occur.

Motion **2025-06-16-03**- to enter Closed session.

- Motion by Jen
- Seconded by Nicole

Carried

Motion **2025-06-16-04**- to come out of Closed session.

- Motion by Jen
- Seconded by Nicole

Carried

**Other Business**

- Updating CRA Account as per email request from bookkeeper (June 5th).
  - Will remove Kristin and add 3 new people for ease of transitions.
  - Carla needs to wait to receive an email to take action.
- 2024 Audit Inquiry by Baker Tilly
  - Carla answered all questions. Anne-Marie is hoping for August or September completion date.
- MOU update from township
  - Not a priority right now.
- Friends of the Library - status of their bank account so that funds can be distributed accordingly
  - Will need to touch base with them by the fall to connect about the Melrose Craft Sale. Jen has volunteered her knowledge to help them with lottery licensing and raffle fundraisers.
  - Need to invite them to staff meet and greet.
- Student Library Awards - St. Mary's, Holy Name of Mary, Tyendinaga Public School
  - Certificates and Monetary Awards
  - Students will print the certificates they created tomorrow.

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- o **Action Item:** Carrie will reach out to let board members know when certificates are printed to be picked up. Jen will be presenting Tyendinaga's awards, Christa will deliver St. Mary's, Read awards and Nicole will deliver Holy Name of Mary in Marysville.
- Upcoming events -
  - o Young Adults Book Club - new session
    - Need more advertising, funding is available to purchase books. Carrie will gather more information before making those purchases.
  - o Alzheimer's Society Memory Cafe (June 26)
  - o Be Prepared - Home Alone Course (June 27)
    - 11 registered so it can go ahead. There is 1 more space available.
  - o Home school drop in (TBD)- Carrie to reach out to them.
  - o Regular hours will begin again next week. Students will advertise.
- Melrose Craft Sale - vendor list/application form are available. A date for the event should be confirmed and previous vendors contacted soon.
  - o November 7th-8th. Don to contact Margaret McGuinness to confirm date of their sale before confirming our date.

**12. Date of next meeting:** Thursday July 17, 2025 at 6pm

**13. Adjournment**

Motion **2025-06-16-04** – to adjourn the meeting at 7:12pm

- Moved by Nicole
- Seconded by Julia

**Carried**