

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – Thursday April 24, 2025.

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

C. Ray
n. McMechan

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

Regrets – *None*

Co-Chair – *Lois McGrath* **Recorder of Minutes –** *Christa Ray*

Additional Attendees - *Kristin Farrell (CEO)*

1. **Call to Order –** (*Commencement – 6:10pm*)

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

3. **Approval of Agenda**

Motion **2025-04-24-01** - to approve the agenda as amended.

- Moved by Nicole
 - Seconded by Tiki
- Carried

4. **Declarations of Conflict of Interest**

- None

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

Motion **2025-04-24-02**- to approve the regular meeting minutes from March 27th, 2025.

- Moved by Christa
 - Seconded by Lois
- Carried

Motion **2025-04-24-03**- to approve the special meeting minutes from April 15th, 2025.

- Moved by Nicole
 - Seconded by Lois
- Carried

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C. Ray
N. Hunt

Motion **2025-04-24-04-** to approve the special meeting in-camera minutes from April 15th, 2025.

- Moved by Julia
 - Seconded by Nicole
- Carried

6. Business Arising from the Previous Minutes

6.1. MOU Update

- a. The Township received a copy of the MOU in early April. **Action item** – Board Chair (Lois) will follow up to ensure the CAO has received a copy.

6.2. Transfer of Funds to Friends of Library

- a. \$5319.07 will be transferred as soon as the Friends of the Library has opened their own bank account.

6.3. Proof of Insurance Letter to Township/Insurance Update

- a. Nothing has been officially sent yet.
- b. **Action Item** - Council Member (Don) to follow up with the Township staff to get a policy number so that we can discuss with MacDougall Insurance.

6.4. Signing Authority Update

- a. A 3rd signing authority can be arranged via phone and eDocs can be signed. **Action Item** - Treasurer (Tiki) and Chair (Lois) to arrange the signing on Monday April 28th.

7. Board information Package

7.1. Correspondence

- a. Thank you note received from a patron for a "life changing" book related to her health. Library staff helped her to locate the hard-to-find book.

7.2. Treasurer Reports/Financial Update (Income Statement and Cheque Register Jan 1 – March 31)

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- a. Funding secured from Canada Summer Jobs for two students. The funding commences in the first week of July and runs until late August.
- b. Septic pumping occurs more often because of increased patronship in the library. The alarm that was installed last year has been a positive cost savings measure because there are no longer any "emergency" after hours calls to have it pumped out.

7.3. CEO Report

- a. Auditors were at the library this week.
- b. Internet service was disrupted for 3 days. CEO (Kristin) has advocated with the internet company for compensation for the missed service.
- c. Memory Café is up to 14 members. The geographical space of the library is limited for a group this size. May be worthwhile to investigate other options such as the township recreation hall if the group continues to grow. The benefit of the group meeting at the library is that Memory Café participants often sign out books and use other related services (such as the puzzles). Eventually the hope is that the Memory Café participants may also interact with children who participate in programs occurring at the same time.

8. Strategic Plan

- 8.1. Templates and sample strategic plans from other local libraries are being collated as a starting point for formulating our own plan.
- 8.2. It will be necessary to eventually poll/survey existing patrons and library staff so that their input is woven into the final TTPL strategic plan document.

9. Policies and Procedures

- 9.1. Policies and procedures continue to be reviewed. Those that are overdue for revision will be amended on an ongoing basis.

10. Board Members Advocacy Activities Report

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C. Kay
N. Kent

10.1. Report from Councilor McFarlane

- a. Nothing to report.

11. In Camera Session

- 11.1.** The reason for the in-camera session is the discussion of confidential personal matters about an identifiable individual.

Motion **2025-04-24-05** – to move into the in-camera session at 6:41pm

- Moved by Julia
- Seconded by Nicole

Carried

The TTPL board is coming out of in-camera session at 8:01pm

- Moved by Christa
- Seconded by Julia

Carried

12. Other Business

12.1. Library Clerk Interview & Hiring Process

- a. The goal will be to have the interview process completed prior to May 21st. Members of the interview team will include the Chair, the Secretary and the CEO.

- 12.2 A member of the TTPL Library Board (Eric Fry) has recently handed in a letter to council stating his resignation from the board.

13. Date of Next Meeting: Thursday May 15th, 2025 @ 6pm

14. Adjournment

Motion **2025-04-25-06** – to adjourn the meeting at 8:19pm

- Moved by Lois
- Seconded by Nicole

Carried