

Board of Directors Regular Meeting Minutes – Thursday July 17, 2025.

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

Attendance of Library Board Members: *Christa Ray, Don McFarlane, Julia Boese, Jen Phillips*

Regrets - Nicole McMechan

Co-Chair – Julia Boese

Recorder of Minutes – Christa Ray

Additional Attendees - Carrie Fraser

1. Call to Order – (Commencement – 5:05pm)

2. Land Acknowledgement – Read by Julia Boese

3. Approval of Agenda

Motion **2025-July-17-01** - to approve the agenda.

- Moved by Christa
- Seconded by Jen

Carried

4. Declarations of Conflict of Interest

- None

5. Approval of Minutes from Previous Meeting Minutes

Motion **2025-July-17-02** - to approve the meeting minutes from Monday June 16th, 2025.

- Moved by Jen
- Seconded by Christa

Carried

6. Business Arising from the Previous Minutes

6.1. Assistant Librarian Update & Welcome

- a. Nikki Masuello started on July 15th

Board of Directors Regular Meeting Minutes – Thursday July 17, 2025.

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

7. Board information Package

7.1. Correspondence

- a. Alzheimer's Society - will continue programming as planned but will be in the afternoon for the next session to accommodate kinder prep
- b. Homeschool Group - they seem interested to continue in the fall
- c. Music in Motion - to be determined by the end of August

7.2. Treasurer Reports/Financial Update

- a. Alva grant will include wages and will be documented on the next financial statement
- b. Auditor questions have been answered
- c. More detailed financial statements including library assets will be available in forthcoming meetings

7.3. CEO Report

- a. Housekeeping Items

7.3.a.1. UV System - operating as it should

7.3.a.2. Health Unit - Carrie to call and investigate proper procedures

- b. Summer programming

7.3.b.1. Library cards steadily distributed to new patrons.

Documentation of actual numbers will be taken for future reporting.

7.3.b.2. Smallest group of kinder prep is 8 children but there are some larger groups.

7.3.b.3. STEM activities could use some more traffic. More advertising to be put on social media to see if that will generate increased interest.

7.3.b.4. Planning for Melrose Craft Sale is well underway. Six applications have been received and some tables have been paid for.

Motion **2025-July-17-03** to accept the board information package.

- Moved by Don
- Seconded by Jen

Carried

Board of Directors Regular Meeting Minutes – Thursday July 17, 2025.

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

8. Strategic Plan

8.1. Long term planning goals -

- a. The existing board will begin the community outreach planning to get the basic foundation for the strategic plan.
- b. The library CEO will spearhead the execution of the community outreach and generate a questionnaire that will be sent out.
- c. The new board (October 2026) will be able to carry on once the strategic planning process is underway.

9. Policies and Procedures

9.1. Update on progress made by TTPL Policy Subcommittee

- a. The electronic Policy Manual Index Comparison has been completed
- b. Procedural Bylaw similar to the existing Township could be created which would encompass many of the smaller library bylaws. This would save time and prevent duplication of work as well as keeping things streamlined.
- c. Policy Subcommittee to meet some time in the fall.

10. Board Members Advocacy Activities Report

10.1. Report from Councilor McFarlane & Councillor Phillips

- a. Update regarding the EV charging station - the company is moving forward and the library will likely be equipped with one charging station depending on how successful the other sites are. Installation will occur in a phased approach and the library is not the first location on the list. The CEO and board will request the final location of the charging station.
- b. The new CEO will be attending the council meeting on September 17th.

11. In Camera Session

11.1. Not applicable

12. Other Business

12.1. Circulation Clerk position posting

Board of Directors Regular Meeting Minutes – Thursday July 17, 2025.

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

- a. The job posting will be posted the last week of July and a new hire will be targeted for the middle of August.
- b. Job postings will be advertised online and the new person will be hired internally by existing library board staff members.

12.2. Fundraising

- a. Summer programming - patrons can be entered into draws to increase library traffic
 - 12.2.a.1. Jack McIvoy (Tyendinaga Township Rec Coordinator) may be a good resource for potential connections to businesses who may wish to make donations for these draws.
 - 12.2.a.2. Adopt a Book idea - make a "wish list" for patrons to purchase a book from the wish list and then that patron is the first to read it and will be recognized with a name plate included in the front of the book.
 - 12.2.a.3. Friends of the Library has been contacted by the CEO and they will be up and running by Fall 2025.

12.3. Meet and Greet Event to welcome new TTPL staff

- a. Scheduled for July 30th from 4-8pm

12.4. Updates to TTPL Website

- a. CEO to confirm that we own the website domain.
- b. No recent contact with the existing IT person despite several attempts.

12.5. Large Library Purchases

- a. Some grants require larger significant purchases so it would be ideal to have access to a bank card if possible. Treasurer to work with Township staff to see if this request is attainable.
- b. Community outreach - Agricultural Society asked about the Shannonville Fair
- c. Future Library Purchases - lightweight book cart, pop up tent/shade shelter, two drawer locking file cabinet.

12.6. Training Budget

- a. First aid and CPR for TTPL staff

12.7. Nameplates for 2025 TTPL student award winners to be completed/updated.

Board of Directors Regular Meeting Minutes – Thursday July 17, 2025.

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

13. Date of Next Meeting: Tuesday September 16th, 2025 @6pm

14. Adjournment

Motion **2025-July-17-04** – to adjourn the meeting at 6:04pm

- Moved by Christa
- Seconded by Julia

Carried