

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – Thursday May 15, 2025.

C. Ray
N. McMechan

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

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

Regrets - None

Co-Chair – Nicole McMechan

Recorder of Minutes – Christa Ray

Additional Attendees - Lori Turik, Steven Everhardus, Julie Lane, Jane Brummell, Hailey Forestell, Amanda Henriquez, Sarah Cain

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

2. Land Acknowledgement – Read by Nicole McMechan

3. Approval of Agenda & Welcome/Introductions

Motion **2025-05-15-01** - to approve the agenda as amended.

- Moved by Nicole
- Seconded by Julia

Carried

4. Declarations of Conflict of Interest

- None

5. Approval of Minutes from Previous Meeting Minutes

Motion **2025-05-15-02** - to approve the meeting minutes from April 24, 2025.

- Moved by Julia
- Seconded by Christa

Carried

6. Business Arising from the Previous Minutes

6.1. MOU Update

- a. no update from the township at this time

6.2. Friends of the Library

- a. Their bank account is still pending, in the meantime the library board will keep the designated FOL funds on a separate expense line. This money will be moved to FOL as soon as their bank account is operational. FOL have received the recent

Tyendinaga Township Public Library

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Board of Directors Regular Meeting Minutes – Thursday May 15, 2025.

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

email correspondence from the library board about the current state of the library.

6.3. Proof of Insurance Policy Number

- a. Insurance is operating through MacDougall. The CAO of the Township is not able to provide the library board with the actual policy # but the township will provide updates as requested. Library board members can bring any questions forward. This should be a sufficient arrangement. No need to get clearance from MacDougall at this time.

6.4. Signing Authority Update

- a. Nicole has been in regular correspondence with CIBC. All previous board members who had signing authority have been removed from the account.
ACTION ITEM - Nicole will call the bank with new information pertaining to additional signing authorities.

Motion 2025-05-15-03 - to add two additional library board members as signing authorities with CIBC

- Moved by Julia
- Seconded by Nicole

Carried

7. Board information Package

7.1. Correspondence

- a. The board received two formal letters of concern via the new library board gmail account. The Township has also received a few concerns from members of the public and the library board will eventually receive a copy of this correspondence
- b. It is understandable that many individuals in the community are concerned about the current state of the library, however it is important that members of the public understand that although minor irritants had been raised by staff members, there were no major issues that the board was aware of. These minor irritants had been discussed in length with staff members and the library board saw these issues as being resolved or considered manageable by library staff. Overall, the library board wants to ensure that library services and programming moves forward in a positive fashion. It is worthy to note that perceptions on social media complicated the situation greatly. Members of the public who attended this evening's meeting are here to support the library just the same as the library board. The common goal is to hire library staff who are as committed

Board of Directors Regular Meeting Minutes – Thursday May 15, 2025.

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

and dedicated to the high level of services and programming that have been available to patrons in the past.

- c. The library board also received a very positive email note from the Alzheimer's Society explaining the impact this relatively new program is having on participants. They would like to see the program continue.

7.2. Treasurer Reports/Financial Update

- a. A formal report will be suspended until a new treasurer is appointed.
- b. Records of employment for former staff were completed today by the bookkeeper and will be mailed out as soon as possible.
- c. Remittance is due to CRA - we will have to wait until signing authorities are official before we can sign the cheque to be mailed out.

7.3. CEO Report - not applicable

8. Strategic Planning Report

- 8.1. A strategic planning binder with multiple planning documents was recently discovered as a resource. This will be a good foundation to build on once the new CEO is in place. Reference will be made to the strategic plan from the previous board if we can locate it. Although the strategic plan is important, this item will be tabled until new staff are hired.

9. Policies and Procedures

- 9.1. Overhaul/Organization of existing documents is ongoing. The library board needs to identify which policies that should be prioritized for review. A hard copy policy manual exists and so does an electronic file of policies. These two documents have discrepancies that need to be sorted out (i.e. old documents archived, check for completion of

Motion 2025-05-15-04 - to create a subcommittee who will take on the responsibility of consolidating the policies so that hard copies match the electronic copies.

- Moved by Christa
- Seconded by Julia

Board of Directors Regular Meeting Minutes – Thursday May 15, 2025.

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

Carried

10. Board Members Advocacy Activities Report

10.1. Report from Councilor McFarlane

- a. Library board challenges were discussed in an in-camera meeting at the most recent township meeting. Jen Phillips was appointed by council to serve on the library board. Additional items related to the library will be discussed in another in-camera at the next council meeting May 21 (3pm).

11. Other Business

11.1. Long Term Planning - Job postings for CEO and Assistant Librarian

- a. Both job postings went live on Thursday May 8th and will close on Thursday May 22nd.
- b. Job postings have been listed on the Partnership Job Board, the TTPL website and the Township website. The Partnership Job Board was recommended by the Ontario Library Service. A total cost of \$132 was incurred to post the jobs on the Partnership Job Board, but the service caters to qualified individuals who have library related experience and educational backgrounds.

Motion **2025-05-15-05** - to direct the bookkeeper to reimburse board member, Christa Ray, a total of \$132 for incurring the cost of the Partnership Job Board job postings on her personal credit card.

- Moved by Jen
- Seconded by Julia

Carried

- c. Interview Team & Scheduling - postings close on Thursday May 22nd. A reminder to go out on Tuesday May 20 on TTPL social media and possibly also the township site. **ACTION ITEM** - Don will connect with Sean Lightfoot, HR manager (Hastings County) to sit in on the interview process.

Board of Directors Regular Meeting Minutes – Thursday May 15, 2025.

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

Motion **2025-05-15-06** - to appoint up to two board members plus two outside representatives to sit on the interview panel for the new CEO and assistant librarian.

- Moved by Christa
- Seconded by Julia

Carried

11.2. Circulation Clerk Applicants - **ACTION ITEM** - board member, Christa Ray, will email all previous circulation clerk applicants via the new library board gmail account with communication about the new job postings. This may generate additional applicants for the CEO and/or assistant library positions.

11.3. Short Term Planning - Interim CEO and Library Hours

- a. Library board member, Julia Boese, has drafted a letter to go out to local libraries (Deseronto, Tweed, L&A County) requesting assistance for a temporary staff member to help at TTPL. It would be best to send out to one library at a time to see what help they can provide. **ACTION ITEM** - board member, Julia Boese, will send out the first letter to Deseronto Public Library asking for assistance.
- b. Student Librarians are willing and able to work on Saturdays. This would allow for Fun Time Circle programming to continue on weekends.

11.4. Ontario Library Service Update - library board members, Christa Ray and Lois McGrath, called on May 7th seeking advice and spoke with Melissa D'Onofrio-Jones (CEO). The public operating grant is only a small portion of library funding and should not be affected assuming regular library programming resumes in a timely fashion, in absence of the CEO, library board will have to take on temporary operational duties until a new person is hired. It was suggested that the library board rely on the Municipality for HR services as needed and that the Partnership Job Board was a good venue for increased promotion of job openings. The OLS assured us that we are moving in the right direction and we make the best decisions we can with what we know.

Board of Directors Regular Meeting Minutes – Thursday May 15, 2025.

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

11.5. Library Board Communication Channels

- a. NEW - tpplibraryboard@gmail.com - created so that resumes/cover letters can be accepted in a confidential manner. A dedicated email was needed to create an account with the Partnership Job Board.
- b. TTPL FB site will continue to be spearheaded by the student librarians with approval of posts being a requirement.

11.6. Alzheimer's Society - Memory Cafe (Thurs May 29, 9:30 -11:30am)

- a. Board member, Christa Ray, has connected with Carolyn Bergamo via phone.
- b. The program is picking up momentum and someone (either staff or board member) will be there to open the doors on Thursday May 29th for this group. There is nothing they need other than the space.

11.7. Home School Drop In - (Thursday May 29, 1:30 - 3:30pm)

- a. This program may be able to continue as planned if student librarians are available for this regularly scheduled event. It is recommended that two staff members be on duty as there are usually many children who come with their parents. **ACTION ITEM** - Councillor board member, Don McFarlane, will reach out to student librarians to check their availability.

11.8. Treasurer Resignation - requirement to fill the vacancy

Motion **2025-05-15-07** - to appoint Jen Phillips as the treasurer for the library board.

- Moved by Don
- Seconded by Julia

Carried

- a. According to the Public Libraries Act, we only need 5 members but it might be nice to have at least one more person join the library board so that we can lighten the workload. **ACTION ITEM** - Councillor board members, Jen Phillips and Don McFarlane will follow up to see if council would like to advertise for another library board member in light of recent resignations. Council will determine if there is a need for an additional library board member. This new person would join until December 2026.

Board of Directors Regular Meeting Minutes – Thursday May 15, 2025.

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

11.9. Transition/Succession Ideas for Next Library Board

- a. Recommend that (updated) TTPL Policy Manual to be printed off for each new board member.
- b. Municipality needs to provide more guidance/instruction as to what the expectations and responsibilities are for board members. CEO should also be willing to help with this process

12. In Camera Session -

12.1. 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 **2025-05-15-08** – to move into the in-camera session at 7:33pm

- Moved by Nicole
- Seconded by Julia

Carried

Motion **2025-05-15-14** - The TTPL board is coming out of in-camera session at 8:12 pm.

- Moved by Jen
- Seconded by Christa

Carried

13. Date of next meeting: Monday June 16, 2025 at 6pm

14. Adjournment

Motion **2025-05-15-15** – to adjourn the meeting at 8:13pm

- Moved by Jen
- Seconded by Christa

Carried