

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – January 12, 2026

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

N. Hart
Julia Boese

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

Regrets - *Christa Ray*

Chair – *Nicole McMechan*

Recorder of Minutes – *Carrie Fraser*

Additional Attendees - *Carrie Fraser*

1. **Call to Order –** (*Commencement – 6:17 pm*)

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

3. **Approval of Agenda**

Motion **2026-01-12-01** - to approve the agenda as amended.

- Moved by Jen Phillips
- Seconded by Julia Boese

Carried

4. **Declarations of Conflict of Interest**

- None

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

Motion **2026-01-12-02**- to approve the regular board meeting minutes from Monday November 10th, 2025.

- Moved by Don McFarlane
- Seconded by Nicole McMechan

Carried

Motion **2026-01-12-03**- to approve the special board meeting minutes from Monday December 15th, 2025.

- Moved by Jen Phillips
- Seconded by Julia Boese

Carried

N. Hunt

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6. Discussion of Action Items from Previous Minutes

- 6.1. EXCEL courses for Library Staff Members - CF and NM have begun their courses and anticipate that they will finish by the end of the year.
- 6.2. New library hours for 2026 - New hours are being piloted currently.

7. Board information Package (See PDF file - CEO Report - January 2026 for complete details)

7.1. Correspondence - Information shared about 3 donations (2 memorial donations and 1 community donation)

7.2. Treasurer Reports/Financial Update

- a. Report presented regarding reserves and amended budget to be presented to council on January 28th, 2026.

Motion **2026-01-12-04** - to approve the application of salary overage to decrease the municipal grant request and to reserve the plan for reserves as outlined in report.

- Moved by Nicole McMechan
- Seconded by Julia Boese

Carried

7.3. CEO Report

- a. Update on fundraisers from the end of last year (Advent Books and Blind Date with a Book). Blind Date with a Book will be offered again in February.
- b. Locks will be rekeyed this month
- c. Staff training - training for all staff will take place on January 24th from 9-12. The library will be closed until noon that day.
- d. Grants - CF exploring more grant options and developing some plans for different grant options in the new year.
- e. Usage numbers were shared

Motion **2026-01-12-05**- to accept the board information package.

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- Moved by Jen Phillips
 - Seconded by Nicole McMechan
- Carried

8. Strategic Plan

8.1. CF will prepare resources for next board term to begin the strategic plan.

9. Policies and Procedures

9.1. Update - CF to send out an email to committee members dividing policies and setting up a meeting date in January.

9.2. Closures due to weather considered an operational decision. Email should be sent to board upon decision, as well as Township office.

10. Board Members Advocacy Activities Report

10.1. Update about Council Budget Meeting

11. In Camera Session

11.1. Motion **2026-01-12-06** - to move into the in-camera session at 6:35 pm.

- Moved by Nicole McMechan
 - Seconded by Julia Boese
- Carried

11.2. Motion **2026-01-12-07** - to approve the closed, in-camera meeting minutes from Monday November 10th, 2025.

- Moved by Jen Phillips
 - Seconded by Nicole McMechan
- Carried

11.3. Motion **2026-01-12-08** - to move out of in camera session. The TTPL board is coming out of in-camera session at 6:40 pm

N. Kent

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- Moved by Nicole McMechan
 - Seconded by Julia Boese
- Carried

12. Date of Next Meeting: Tuesday, February 24th at 6:00 pm.

13. Adjournment

Motion **2026-01-12-09** – to adjourn the meeting at 6:48 pm

- Moved by Jen Phillips
 - Seconded by Julia Boese
- Carried