

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – June 22nd, 2026

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

N. McMechan

C. Ray

Attendance of Library Board Members: *Nicole McMechan, Don McFarlane (left meeting at 7:02pm), Julia Boese, Jen Phillips, Christa Ray*

Regrets - *None*

Chair – *Nicole McMechan*

Recorder of Minutes – *Christa Ray*

Additional Attendees - *Carrie Fraser*

1. **Call to Order –** (*Commencement – 6:09 pm*)

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

3. **Approval of Agenda**

Motion **2026-06-22-01** - to approve the agenda as amended.

- Moved by Jen
- Seconded by Nicole

Carried

4. **Declarations of Conflict of Interest**

- None

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

Motion **2026-06-22-02**- to approve the regular board meeting minutes from Tuesday April 21st, 2026.

- Moved by Don
- Seconded by Christa

Carried

6. **Discussion of Action Items from Previous Minutes**

6.1. Outdoor work projects - update on progress

6.1.1. The deck is finished. Completed by Howie Construction (local contractor).

6.1.2. Garden Girls weeded the gardens recently, everything is looking great.

6.1.3. Bird feeders are out.

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- 6.2. Melrose Craft Show - who is organizing? What are the dates?
 - 6.2.1. Will have support from Shannonville Agricultural Society and Lions Club
 - 6.2.2. A survey has been posted online to gauge early interest in the event. So far 26 vendors have expressed an interest.

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

7.1. Correspondence -

- a) School Awards - Francis Smith Award & Mary McIvoy recipients have been chosen (2 from each school - Tyendinaga Public, St. Mary's, Holy Name of Mary)
- b) 2025/26 Financial documents and budget has been requested by a local township resident. The budget can be found on the Tyendinaga Township website and will be shared accordingly.

7.2. CEO Report - Overview

- a) New format for the CEO report - visually appealing
- b) May statistics - 782 patrons in the library, 19 new patrons, 809 items circulated, 418 e-Library sign outs.
- c) Program Highlights, Community Outreach, Budget & Financial, Staffing, Strategic Initiatives, Summer Programs and Upcoming Event Updates are all included on the CEO report
- d) Tri-Library Community Day - July 29th (Mohawk Rec Centre)

7.3. Treasurer/Finance Report

- a) Report was presented to TTPL board members
- b) Some recent donations to the library have not been accounted for on the current budget

Motion **2026-06-22-03-** to accept the board information package.

- Moved by Nicole
 - Seconded by Julia
- Carried

h. McMechan

C. Day

8. Strategic Plan

- 8.1. No new updates.

9. Policies and Procedures

- 9.1. Newly updated existing policies

Motion **2026-06-22-04-** to accept the four updated policies as amended:

- 1.3 Policy - Board Roles & Responsibilities,
- 1.4 Policy - CEO/Chief Librarian Roles,
- 2.1 Policy - Delegation of Operational Authority to CEO/Chief Librarian,
- 2.2 Policy - Limitations on Board Direction to Staff

- Moved by Nicole
 - Seconded by Julia
- Carried

10. Board Members Advocacy Activities Report

- 10.1. Many ongoing compliments received from township staff and residents regarding successful transition to new CEO leadership and programming available at the library.

11. In Camera Session

Going into an in-camera session at 6:55pm. The reason(s) for the in-camera session:

- *16.4 (b) personal matters about identifiable individuals.*
- *16.4(d) Labour Relations or Employee Negotiations.*

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12. Other Business

- 12.1. Friends of the Library Update - letter was received by email from the proposed Friends of the Library group stating their immediate dissolution. It was addressed to the TTPL board and not signed by any particular member of FOL. Receipt of a \$250 cash donation was received with the letter. TTPL board is thankful for the previous efforts of the FOL.

13. Date of Next (Special) Meeting: July 6, 2026 @ 3:30pm

14. Adjournment

Motion **2026-06-22-06** – to adjourn the meeting at 7:28pm

- Moved by Christa
 - Seconded by Jen
- Carried