C. Ray
N. McMechan

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – September 22, 2026.

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

Attendance of Library Board Members: *Nicole McMechan, Christa Ray, Don McFarlane, Jen Phillips, Julia Boese (arrival at 6:15pm)*

Regrets - *None*

Chair – *Nicole McMechan* **Recorder of Minutes** – *Christa Ray*

Additional Attendees - *Carrie Fraser*

1. **Call to Order** – (*Commencement – 6:05pm*)

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

3. **Approval of Agenda**

   Motion **2026-09-22-01** - to approve the agenda as amended.

   - Moved by Nicole
   - Seconded by Christa

   Carried

4. **Declarations of Conflict of Interest**
   - Jen Phillips declared a Conflict of Interest regarding Item 12.1.c from the Agenda - TPPL Staffing and will not be a part of the conversation.

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

   Motion **2026-09-22-02**- to approve the regular board meeting minutes from June 22, 2026.

   - Moved by Don
   - Seconded by Christa

   Carried

   Motion **2026-09-22-03**- to approve the special board meeting minutes as amended from July 6, 2026.

   - Moved by Nicole
   - Seconded by Christa

   Carried

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

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6.1. None

7. Board information Package

7.1. Correspondence

a. Potential to add the Good Baby Program as requested by CDC Good Food program

b. Patron inquired about a monthly donation process. Treasurer will investigate the option for that person to donate via e-Transfer.

7.2. Treasurer Reports/Financial Update

a. Bank Account Signing Authority - see member report from TTPL Treasurer

b. The draft financial audited statements have been approved by the Township.

Motion **2026-09-22-04**- to approve the recommendation on the Member Report re: Bank Account Signing Authority

- Moved by Christa
- Seconded by Julia

Carried

7.3. CEO Report

a. The Legion Mural money needs to be spent. An inquiry with Christopher Bennett (mural painter) has been initiated. The plan is to paint a military style jet (called a Handley Page Halifax) with poppy motif and may incorporate names of township members who fought in the previous World Wars. If names are too numerous to include on a plaque, there will be consideration given to including a book with names published instead.

Motion **2026-09-22-05**- to approve the recommendation for Christopher Bennett to complete the Legion mural work as presented by the CEO to the TTPL board.

- Moved by Jen
- Seconded by Nicole

Carried

b. See attached CEO reports from June/July/August 2026 for all remaining details.

Motion **2026-09-22-06**- to accept the board information package.

- Moved by Nicole
- Seconded by Don

Carried

8. **Strategic Plan**
   8.1. Deferred to the next TTPL board

9. **Policies and Procedures**
   9.1. Several policies to be reviewed by the TTPL board by the next meeting include:
   a. 1.6 - Individual Trustee Authority & Limitations
   b. 1.10 - Board Meetings & Procedure
   c. 1.11 - Electronic Participation
   d. 1.12 - Board Officers (Chair, Vice-Chair, Treasurer)
   e. 1.16 - Policy Development & Review
   f. 4.2 - Recruitment & Hiring
   g. 4.7 - Compensation Principles
   h. 5.7 - Programming

10. **Board Members Advocacy Activities Report**
   10.1. Report from Councillor McFarlane and Councillor Phillips - none to report

11. **In Camera Session**
   11.1. The reason for the in-camera session is the following: Discussion of confidential personal matters about an identifiable individual as well as labour relations or employee negotiations.

Motion **2026-09-22-07** – to move into the in-camera session at 6:50pm

- Moved by Christa
- Seconded by Nicole

Carried

Motion **2026-09-22-08** The TTPL board is coming out of in-camera session at 7:22 pm.

- Moved by Nicole
- Seconded by Christa

Carried

12. **Other Business**

12.1. TTPL Board Recruitment & Staffing

a. Request that TTPL board members reach out to potentially interested individuals.

b. An onboarding package should be included with the TTPL board application on the Township website so that there is transparency for all applicants.

NOTE - Jen Phillips stepped away from the conversation that followed at 7:35pm

c. Student staff members are currently in Grade 12 and will be moving onto post-secondary opportunities as of September 2027. A proposal will be forthcoming from the CEO to hire two junior librarians in January 2027 so that the new junior staff members can be onboarded and shadow the senior student staff members before they leave.

13. **Date of Next Meeting**: October 20th, 2026 @ 6pm

14. **Adjournment**

Motion **2026-09-22-09** – to adjourn the meeting at 7:43pm

- Moved by Jen
- Seconded by Nicole

Carried