N. McMechan
C. Ray

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – April 21st, 2026

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

Attendance of Library Board Members: *Nicole McMechan, Don McFarlane, 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 – 6:04 pm*)

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

3. **Approval of Agenda**

   Motion **2026-04-21-01** - to approve the agenda as amended.

   - Moved by Nicole
   - Seconded by Jen

   Carried

4. **Declarations of Conflict of Interest**
   - None

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

   Motion **2026-04-21-02**- to approve the regular board meeting minutes from Tuesday March 3, 2026.

   - Moved by Julia
   - Seconded by Christa

   Carried

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

   6.1. Fundraising ideas for the library - see CEO report for more details

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

7.1. Correspondence -

a) Municipal Grant received as expected
b) Current CIBC bank branch is closing
c) Donations received from Lion's Club for use of community space ($500)
d) Girl Guides - Paint a Rock Garden Proposal Letter

7.2. CEO Report - Overview

a) Library/School Engagement - Holy Name Literacy Night participation, Classroom visit in May & invitation to attend Kindergarten Orientation at St. Mary's, Tyendinaga Public School has an invitation out for TTPL to attend annual Fun Fair
b) Stories & Shorts Fundraiser - $386 raised
c) Funds from 2025 Vendors Still Remaining - Final correspondence to be sent out by CEO to pick up any remaining funds
d) Go Bananas for Summer Fundraiser - planned for end of June
e) Line painting and driveway sweeping to be completed April 21st
f) Physical changes to library include: dynamic shelving at the library encourages more engagement with younger readers, easy to read signage for specific book genres, game section for family board game nights
g) Workshops/Activities Update - "Artsy Thistle" hat burning, crochet, job skills, basketweaving, kid's coding & science lessons
h) Creative writing contest, book binding equipment available, colouring book projects
i) Some makerspace items have been purchased but purchasing still underway - patrons to use tools for free and pay for cost of materials used
j) Three 30 hour positions from Canada Summer Job Grants have been approved
k) Tutoring Program will be revamped in the future to increase cost effectiveness
l) Exterminating Company - quote for $150/2 months, 2X spray recommended for the season
m) Library patron usage update - see detailed data on the CEO report

7.3. Treasurer/Finance Report

a) Comparative Income Statement provided
b) Auditors are coming April 27th
c) SAGE to Quickbooks transition is in process
d) Bids have been accepted for outdoor work (gardens, decking)

Motion **2026-04-21-03**- to accept the board information package.

- Moved by Julia
- Seconded by Nicole

Carried

8. Strategic Plan

8.1. Update from CEO on OLS Strategic Planning Assistance Available (May/June/July 2026)

- OLS staff member is coming to the Tyendinaga area on Wednesday June 17th from 9-11am and 12-2pm. Board members may attend the session if they wish.

9. Policies and Procedures

9.1. Community Support and Fundraising Policy

Motion **2026-04-21-04**- to accept the Member Report prepared on April 21, 2026 with the recommendation as amended.

- Moved by Christa
- Seconded by Nicole

Carried

Motion **2026-04-21-05**- to approve Policy 5.8 - Community Support and Fundraising Policy which will be shared with the community through the TTPL website and shared directly with any existing fundraising group(s).

- Moved by Nicole
- Seconded by Christa

Carried

9.2. Library Closure Policy - prioritized for renewal

N. Meneghan

C. Roy

10. Board Members Advocacy Activities Report

10.1. Nothing to report on.

11. In Camera Session

The reason for the in-camera session is the following: labour negotiations or employee negotiations. Section 16.1 (4) (d)

Motion **2026-04-21-05** – to move into the in-camera session at 7:29pm

- Moved by Julia
- Seconded by Christa

Carried

Motion **2026-04-21-07** - The TTPL board is coming out of in-camera session at 7:35 pm.

- Moved by Christa
- Seconded by Nicole

Carried

Approval of MOU with CDC to be signed by CEO.

12. Other Business

12.1. Friends of the Library

Motion **2026-04-21-08**- to decline the release of funds and use of the TTPL name for a youth sports team sponsorship as the recent request does not follow the library mandate.

- Moved by Jen
- Seconded by Don

Carried

12.2. Melrose Craft Sale - Shannonville Agricultural Society and the Lions Club would share the workload to organize and also share the proceeds of the fundraising efforts.

12.3. Artificial Intelligence Session to be booked by CEO for Fall 2026 (Richard Khan) - preferably in person if feasible.

13. **Date of Next Meeting**: May 25 2026 @ 6:15pm

14. **Adjournment**

Motion **2026-04-21-09** – to adjourn the meeting at 7:52pm

- Moved by Julia
- Seconded by Nicole

Carried