

(Draft)

**Minutes of the Township of Douro-Dummer Public Library Board Meeting
February 13, 2023, 4:00 PM**

Members Present: **Darla Milne**
 Georgia Gale-Kidd
 Diane Bonner
 Gary Rose
 Councillor Tom Watt

Members Absent: **Sharon McKeiver**

Staff Present: **Library CEO Maggie Pearson**
 Municipal Treasurer Paul Creamer

1. Call to Order

The Secretary called the meeting to order at 4:03 p.m.

2. Disclosure of any Pecuniary Interest

The Chair reminded members of the Board of their obligation to declare any pecuniary interest they might have. None were declared.

3. Approval of January 10th, 2022 Minutes

Resolution Number 10-2023

Moved by: Darla Milne

Seconded by: Georgia Gale-Kidd

That the minutes from the January 10th, 2023 Board meeting be approved with minor revisions. Carried

4. Business Arising from Minutes:

4.1 Committee Reports

4.1.1 Art Gallery

Committee member absent; no report

4.1.2 Friends of the Library

Verbal report from Georgia Gale-Kidd on upcoming March programming including Games Day; upcoming Speaker Series (Allie Pyle on Financial Planning and Literacy on Feb 18th, Alan Brunger on Haida Gwaii on March 18th).

Resolution Number 11-2023

Moved by: Gary Rose

Seconded by: Darla Milne

That the Committee Reports be received for information; and

That two new committees be struck: Policy Committee consisting of Library CEO, Gary Rose, and Diane Bonner and Human Resources Committee consisting of Georgia Gale-Kidd and Darla Milne.

Carried

4.2 Library/ Township MOU

The Board welcomed Municipal Treasurer Paul Creamer to present on the section of the MOU covering library reserves. This clause would establish two separate reserves, an Operating reserve of up to \$20,000 to be managed by the Board and a Capital reserve to be managed by the Municipality.

Resolution Number 12-2023

Moved by: Councillor Tom Watt

Seconded by: Darla Milne

That the presentation be received for information; and

That the amended MOU be taken by the CEO back to the CAO, including the addition of septic tank and well to the capital assets list.

Carried

5. Financial Report

Resolution Number 13-2023

Moved by: Gary Rose

Seconded by: Diane Bonner

That the financial report be received for information and that the Municipal Treasurer be invited quarterly to Board meetings.

Carried

6. Librarian Reports:

6.1 Monthly Stats

Resolution Number 14-2023

Moved by: Georgia Gale-Kidd

Seconded by: Darla Milne

That the Librarian's Stats Report dated Feb 1, 2023, be received for information and that daily wifi access be included in stats going forward.

Carried

6.2 Librarian's Report: Staffing

Resolution Number 15-2023

Moved by: Gary Rose

Seconded by: Darla Milne

That the CEO review the allocation of hours to the three current position descriptions while developing the new job posting and report back to Board at next meeting.

7. New Business

The Board broadly discussed 2023 action plan and goals which included:

- Improve service to community by increasing staff hours
- Improve library space
- Improve community access to internet and technology services by acquiring high speed broadband and developing outdoor space to access it
- Be a key partner within the municipality by attending Committee of the Whole meetings and integrating action plan into municipal service plan where appropriate

Resolution Number 16-2023

Moved by: Diane Bonner

Seconded by: Gary Rose

That the Board re examine the mission and vision statement and goals in action plan to adopt at a later meeting.

7.2 Policy Schedule and Review7.2.1 Covid Vaccination Policy**Resolution Number 17-2023**

That the Board rescind the Covid Vaccination policy and communicate this to all staff.

Moved by: Gary Rose

Seconded by: Darla Milne

7.2.2 Staff Selection and Assignment Policy**Resolution Number 18-2023**

That this policy be referred to the Policy Committee for review before adoption.

Moved by: Darla Milne

Seconded by: Councillor Tom Watt

8. Closed Session**Resolution Number 19-2023**

Moved by: Darla Milne

Seconded by: Councillor Tom Watt

That the Board go into Closed Session for reasons under Section 239 (2) of the Municipal Act, 2001, S.O. 2001, c. 25 (5:41p.m.)

9. Rise from Closed Session with or without a Report**Resolution Number 20-2023**

Moved by: Darla Milne
Seconded by: Diane Bonner

That the Board rise from Closed Session without a report. (5:55p.m.)

Resolution Number 21-2023

Carried

Moved by: Gary Rose
Seconded by: Councillor Tom Watt

That this meeting adjourn at 5:56 p.m.

Carried

8. Next Meeting:
March 14, 2023, 4:00-6:00 p.m.

Chair, Georgia Gale-Kidd

Secretary, Maggie Pearson