

ADMASTON/BROMLEY PUBLIC LIBRARY
BOARD MEETING AGENDA

Tuesday, April 9, 2024

Library Hours – Mon 3 - 7, Wed 3 – 7, Sat 9 -1

1. Call to order – 9 members, 5 for quorum

2. Approval of agenda

3. Declaration of conflict of interest

4. Approval of minutes from February 2024

5. Business arising from minutes
 1. Trivia Night
 2. Mitchell's Soup fundraiser
 3. Valentine package
 4. Ontario Trillium Fund Grant
 5. response from School Board re 3ed party advertising

6. New Business

7. Treasurer's report - motion to pay expenses
- budget

8. CEO's report

9. Policy review – BL – 01 BL – 06 (a continuation from Feb meeting)

10. Correspondence

11. Other business - Jane

12. Adjournment

NEXT MEETING – May 14, 2024

ADMASTON/BROMLEY PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING

February 12, 2024

7:00 PM

Present: Susan Patterson O'Neil, Jane Wouda (ED), Karen Payne, Brian Hamilton, Charlene Whattam, Karen Coulas, Krista King, Lynn Clelland

Regrets: Beth McDonald, Lynn Agnew

The meeting was called to order at 7:00 pm

1. Approval of and additions to the Agenda

Motion to approve the agenda and additions

Moved by Charlene Whattam

Seconded Karen Coulas

Carried

2. Declaration of Conflict of Interest - none

3. Approval of minutes

Motion to approve the minutes from January 23, 2024

Moved by Brian Hamilton

Seconded by Krista King

Carried

4. Business arising from the minutes - none

- Trivia February 23, 2024 - we have 15 teams
- Mitchell's soup fundraiser - we have sold 37 in person and 16 online
- Valentines package for both St. Michaels and Admaston school children (one per family) will be given out to promote the library
- Ontario Trillium Fund - Krista and Karen Coulas are working on the application

5. New Business

- Letter to school board - this is in regard to library not being able to use the electronic announcement board outside the school

Motion to send a letter to the school board regarding their policy that we can no longer use the electronic announcement board

Moved by Charlene Whattam

Seconded by Krista King

Moved

- Payroll changes for CEO

Motion to move into camera

Moved by Brian Hamilton

Seconded by Charlene Whattam

Carried

Moved to move out of camera

Moved by Lynn Clelland

Seconded by Krista King

Carried

The board reviewed the cost of living increase for part time staff.

Motion to increase the part time library staff cost of living wages to be the same as the other part time township employees

Moved by Brian Hamilton

Seconded by Lynn Clelland

6. Treasurer's Report as attached

Motion to accept the treasurer's report and pay all bills

Moved by Karen Payne

Seconded Lynn Clelland

Carried

7. CEO's Report as attached

8. Policy Review - BL-01 to BL-06 Board By-Laws

The board reviewed half of these policies and will review the remainder at the March meeting

9. Correspondence - none

10. Other Business - none

Motion to adjourn

Moved by Lynn Clelland

Seconded by karen Coulas

Moved

11. Adjournment - 8:30 pm

Next Meeting - March 12, 2024

Chair

CEO

Date

Library CEO's Report – April 2024

- **STATS:** *Overdrive for Mar. 2024 – 265; Library Checkouts for Mar. 2024, not including e-books – 520; Total Checkouts for Mar. - 785 (approx.); Inter-Library Loans for Mar. - 5; FB Reach – 690 (FB Reach is the estimated number of people who saw any content from or about your Page.) Total FB Followers by the end of Mar. 2024 – 369*
- **Collections** – Items purchased for collection in Mar. – **\$414.20 approx.**
- **Programming** – Patrick has finished his placement and wrapped up Club Franco. It was a really great initiative. The felting class went well – thank you to Susan for volunteering to teach us. We had a small crowd, but it was a big hit with the attendees. The Easter Storywalk went well, too. We set it up on Saturday and collected it Tues. As well, the Douglas Lions Club collected the colouring contest entries and announced the winners on March 30. The library is privileged to partner with community organizations like the Lions Club and the NAW Rec. Committee, as well as our own Rec Committee to serve our communities.
- **Fundraising** – There are no fundraisers planned at the moment.
- **Annual Survey – (Closes April 30, 2024)** I am nearly done the Annual Survey. I just have a few questions I am trying to answer. I attended an hour-long webinar/question & answer session last week that was really helpful. I am happy to report that although I miss Peggy, our OLS rep who retired last year, our new reps are also great and ready to answer any questions we have.
- **Correspondence:**
 - Bank Statement– Feb.
 - Credit Card Bill - March
 - Bell Phone – March
 - Bell Internet – March

Miscellaneous:

- Nipissing University has asked if we would consider hosting another student in the future as part of their Community Leadership Experience, which teacher candidates must complete in year two of their BEd program. I let them know that we would be interested and sent in a short form. I also completed and submitted the required report regarding Patrick's placement.
- Paul W. ordered our new firewall. It arrived last week and Paul will be by to get it pick it up and do the set up. We also are trying to decide how to get it installed in the library. I am thankful for Paul's help!
- Susan Artymko, Bonnechere Union PL's (BUPL) CEO, has sent us a copy of our 2024 agreement. We will hopefully get it signed and returned to her in time for their next board meeting.
- The Agrispirit Grant opens April 1. Should we apply for this grant? Also, I have also heard about another grant called the LEAF grant, which seems to be a really good one. BUPL received one in 2023.
<https://thecommonwell.ca/leaf/>
- The library has joined the Pembroke Public Library's Around the World Reading Challenge. The Pembroke Library created a contest and has generously offered their gameboard and reading lists to other libraries.
- I haven't heard back about the SEO (Summer Employment Opportunity) grant yet. I have emailed Carmen Goold, our regional development advisor, to ask her if the grants have already been awarded. If we don't get a grant, we'll need to discuss our options. I have some suggestions we can consider.
- I am enrolled in an online CEO Networking meeting through OLS on May 15 at 2pm.