

**Stirling-Rawdon Public Library Board**  
**Jan 24, 2017**  
**Meeting Minutes**

Board Members Present: Dean Graff, Bob Mullin, Miranda deJong, Shari Elson O’Garr, Pat Anderson.  
Regrets: Ashley Reid Recorded By: Jaye Bannon

1. Meeting called to order at 7:00 pm.
  - a. Jaye Bannon was appointed as secretary to record minutes for the January 24, 2017 meeting nominated on motion by Miranda deJong. Seconded by Dean Graff. **Motion #1/17** carried.

2. Agenda was approved on motion by Pat Anderson. Seconded by Bob Mullin. **Motion #2/17** carried.

3. No Pecuniary Interest Declared.

4. Correspondence:

Copy of email that was received from Grants Ontario confirming that the Public Operating Grant had been issued in the amount of \$8810.00

Copy of the notice of payment in the amount of \$2500.00 that was sent from Tammie Adams, CEO at Madoc Public Library, for the 2016 Centre Hastings Service Agreement .

Copy of a certificate of appreciation received from Community Development Council of Quinte for the Stirling Library’s contribution to the Good Food Box Program.

Motion made by Pat Anderson to accept correspondence. Seconded by Shari Elson-O’Garr. **Motion #3/17** carried.

5. Dean Graff shared a letter dated January 6<sup>th</sup> from board member Don Burr indicating that he is unable to remain on the Library Board due to health reasons. Motion was made by Pat Anderson to accept Don’s resignation and to direct council to appoint a new library board member. Seconded by Bob Mullis. **Motion #4/17** carried.

6. December 20, 2016 minutes approved on motion by Pat Anderson. Seconded by Shari Elson O’Garr. **Motion #5/17** carried.

7. Business arising from December 20/16 minutes:

Policy #GP0927N was readdressed. Jaye Bannon relayed the explanation that Peggy Malcolm at SOLS had given her regarding the term “key decision maker”. Motion was made by Pat Anderson to approve “Planning” Policy #GP0927N . Seconded by Shari Elson-O’Garr. **Motion#6/17** carried.

8. Statistics for December 2016 accepted on motion made by Shari Elson-O’Garr. Seconded by Pat Anderson. **Motion #7/17** carried. Bob Mullin requested that the statistics provided at the February meeting include a quarterly view comparison to the same months in 2016.

9. CEO Report accepted on motion made by Pat Anderson. Seconded by Bob Mullin. **Motion #8/17** carried.

10. Board Chair Dean Graff asked that a motion be made to approve the 2017 pay grid increase for staff of Stirling Public Library. Motion made by Pat Anderson. Seconded by Shari Elson-O’Garr. **Motion #9/17** carried.

11. Chair Report: Board Chair Dean Graff suggested that the Library Board continue to review and update/approve 4-5 library policies at each meeting for the remainder of the year to ensure that the renewal of the library accreditation is approved. Dean directed Jaye Bannon to have policies ready to review at February’s meeting.

Dean informed the Board that a letter was received by CEO Sue Winfield’s doctor extending her medical leave another 4-6 weeks. The letter was available for board members to read. Motion to accept the Chair Report was made by Pat Anderson. Seconded by Shari Elson-O’Garr. **Motion#10/17** carried.

12. Council Report: Nothing to report

13. Financial Statements:

Motion made by Pat Anderson to accept and pay December 12, 2016 and December 28, 2016 vouchers. Seconded by Miranda Dejong. **Motion #11/17** carried.

Motion made by Pat Anderson to accept financial report. Seconded by Shari Elson-O’Garr. **Motion #12/17** carried.

a) Draft of 2017 annual budget was presented and discussed. Bob informed that the proposed \$7500 for Property and Maintenance would not be enough to cover the costs of the back storage room repairs, the repairs needed to bring the building up to fire code standards, and the conversion to LED lighting. The Property and Maintenance line was amended to \$12000.00 bringing the amended Total Expenditures to \$174355.00. Motion to accept the draft of the 2017 annual budget made by Pat Anderson. Seconded by Shari Elson-O’Garr. **Motion #13/17** carried.

Motion was made by Shari Elson-O’Garr to have Interim CEO Jaye Bannon present the amended budget to council on February 18, 2017. Seconded by Pat Anderson. **Motion #14/17** carried.

14. Date of next meeting: February 28, 2017 @ 7:00pm

15. Public Question/Comment Time

Member of the public inquired about the state of the back storage room and when it might be finished. Bob Mullins informed that the plumbing had recently been rerouted and so there should not be any risk of pipes freezing and therefore Public Works department would be contacted to replace shelving and move materials back in. Further insulating and renovation would not be immediately required.

16. Meeting was adjourned by Dean Graff.

Approved Minutes Signed by: Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_