

Stirling-Rawdon Public Library Board  
March 21, 2017  
Meeting Minutes

Board Members Present: Dean Graff, Bob Mullin, Shari Elson O’Garr, Pat Anderson, Ashley Reid

Regrets: Miranda deJong 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 March 21, 2017 meeting and for all meetings for the duration of the Interim CEO position. Nominated on motion by Pat Anderson. Seconded by Shari Elson O’Garr. **Motion #30/17** carried.
2. Agenda was approved on motion by Bob Mullin. Seconded by Pat Anderson. **Motion #31/17** carried.
3. No Pecuniary Interest Declared.
4. Correspondence:

Record of materials transferred to the Community Archives of Belleville and Hastings County, March Break calendar of events and new key holder log was included. Motion made by Shari Elson O’Garr to accept correspondence. Seconded by Pat Anderson. **Motion #32/17** carried.
5. February 28, 2017 regular minutes and caucus minutes were reviewed and amended to indicate that the meeting was chaired by Pat Anderson in Dean Graff’s absence. Approved on motion by Shari Elson O’Garr. Seconded by Pat Anderson. **Motion #33/17** carried.
6. Business arising from February 28, 2017 minutes:

Motion made by Pat Anderson to accept amendments made to Policy #OP294/10D and Policy #OP0927K. Seconded Shari Elson O’Garr. **Motion # 34/17** carried.
7. Other Business:

The Board discussed the vacancy on the Library Board. All members were in favour of following the Succession Planning Policy.

Dean Graff informed the Board that an email was received by the township from Sue Winfield indicating that the status of her medical leave would be determined after March 24, 2017. Jaye Bannon voiced concerns regarding the unavailability of casual staff in the event that Sue’s leave is extended. The board gave authorization to hire a temporary part-time employee if Sue was not going to immediately return to work.

Jaye Bannon discussed the possibility of having the front section of the Children’s Department painted and approaching Andre Jolicoeur to move forward with the mural he proposed creating for the wall.

8. Policy Review:

- Meeting Room Policy #OP294/10D was reviewed again and in section iii the line 'Patrons are asked not to eat or drink within the Library' was omitted. Motion made by Ashley Reid to approve change. Seconded by Shari Elson O'Garr. **Motion # 35/17** carried.
- Unattended Children Policy #OP297/10E was deferred to the next meeting until further clarification is gathered regarding the terms in the Ontario Child and Family Services Act with regards to the supervision of children.
- Circulation Policy #OP0824 was reviewed. Approved on motion by Ashley Reid. Seconded by Pat Anderson. **Motion #36/17** carried.
- Safety in Workplace Policy #OP0822 was reviewed. Approved on motion by Pat Anderson. Seconded by Ashley Reid. **Motion #37/17** carried.
- Computer Usage Policy #OP0823 was deferred to the next meeting. Jaye Bannon will investigate the policies that other libraries use regarding the age restrictions on internet use and permission forms required.

9. Statistics for February 2017 accepted on motion made by Ashley Reid. Seconded by Pat Anderson. **Motion #38/17** carried.

10. CEO Report accepted on motion made by Shari Elson O'Garr. Seconded by Pat Anderson. **Motion #39/17** carried.

11. No Chair Report

12. No Council Report

13. Financial Statements:

Motion made by Bob Mullin to accept and pay Feb 9, Feb 13, and Feb 28 2017 vouchers and to accept February 2017 financial statements. Seconded by Shari Elson O'Garr. **Motion #40/17** carried.

14. Dean Graff suggested that all subsequent meetings take place at 6:00pm rather than at 7:00pm. Motion made by Shari Elson O'Garr to accept the change in the time of future Library Board meetings. Seconded by Pat Anderson. **Motion #41/17** carried.

Date of next meeting: April 25<sup>th</sup> at 6:00pm.

15. Meeting was adjourned by Dean Graff.