

Stirling-Rawdon Public Library Board
November 22, 2017
Meeting Minutes

Board Members Present: Dean Graff, Bob Mullin, Shari Elson- O’Garr, Pat Anderson, Deborah Kooistra

Regrets: Miranda deJong, Ashley Reid

Recorded By: Jaye Bannon

1. Meeting called to order at 6:00 pm by Board Chair, Dean Graff.
2. Agenda was approved on motion by Pat Anderson. Seconded by Bob Mullin. **Motion #105/17** carried.
3. No Pecuniary Interest Declared.
4. Correspondence:
 - Motion to receive and file 1) Email from Vicki Bateman, Treasurer, Royal Canadian Legion Branch 228-Stirling regarding \$1000.00 donation to the Stirling M.I.L.L. 2) Information regarding accessibility rules for public libraries made by Shari Elson-O’Garr. Seconded by Deborah Kooistra. **Motion #106/17 carried.**
5. October 17, 2017 minutes were approved on motion by Bob Mullin. Seconded by Pat Anderson. **Motion #107/17** carried.
6. Business arising from the October 17,2017 minutes:

Motion to accept Strategic Plan with changes made as discussed during the October 17,2017 meeting and to direct Interim CEO to post Strategic Plan onto the Stirling-Rawdon Public Library website was made by Pat Anderson. Seconded by Deborah Kooistra. **Motion #108/17 carried.**
7. Other Business:

Interim CEO discussed the mandatory training that all staff, volunteers and board members must complete through Accessibility for Ontarians with Disabilities Act (AODA), a rule applied to public libraries under the Public Libraries Act. A link to the online training module from AccessForward will be emailed to all who require it and certificates of completion will be kept on file.

Policy Review:

Policy #GP1122A (Strategic Planning) was approved on motion by Pat Anderson. Seconded by Deb Kooistra. **Motion #109/17 carried.**

Policy #OP1025B (Procurement/Purchasing Policy) was reviewed. It was noted that the Procurement/Purchasing Policy was incorrectly given the same policy number as that of the Children’s & Teens Services Policy and should be corrected to #OP1025E. Due to some of the discrepancies between the Library’s and the Township’s Procurement/Purchasing policy, motion was made by Bob Mullin to

change the library's policy to read, "For procurement and purchasing procedures for the Stirling-Rawdon Public Library, refer to the Township of Stirling-Rawdon's Procurement/Purchasing Policy" Seconded by Shari Elson-O'Garr. **Motion #110/17 carried.**

Policy #OP396/12 (Weeding and Withdrawal of Collection Materials) was approved on motion by Shari Elson-O'Garr. Seconded by Deborah Kooistra. **Motion #111/17 carried.**

Policy #OP400/12 (Collection Use) was approved on motion by Pat Anderson. Seconded by Bob Mullin. **Motion #112/17 carried.**

Policy #OP399/12 (Cataloging and Inventory) was approved on motion by Pat Anderson with changes made to reflect the current processing procedures of library items and cataloging procedures with the current Joint Automation Server Initiative (JASI) software. Seconded by Deborah Kooistra. **Motion #113/17 carried.**

Policy #HRP0831 (Terms and Conditions of Employment) was approved on motion by Shari Elson-O'Garr with the omission of Section 1:2 (All breaks including rest and lunch breaks are scheduled by the CEO) and with the addition of the note added to each of the Human Resource Policies that states "Human Resources policies must agree with the HR policies of the municipality. In the event of discrepancies the policies of the Township of Stirling-Rawdon will supersede those of the Board." Seconded by Deborah Kooistra. **Motion #114/17 carried.**

8. Motion made by Shari Elson-O'Garr to receive and file statistics for October 2017. Seconded by Bob Mullin. **Motion #115/17 carried.**
9. Motion made by Shari Elson-O'Garr to receive and file CEO Report. Seconded by Pat Anderson. **Motion #116/17 carried.**
10. Motion made by Bob Mullin to acknowledge Interim CEO's request to apply for a six month extension on the reaccreditation audit. Seconded by Shari Elson-O'Garr. **Motion #117/17 carried.**

11. No Chair Report

12. Council Report:

Bob Mullin reported that the renovations of the former Police Station for use as Municipal administrative space should be completed by January 2018. Motion to receive and file Council Report was made by Pat Anderson. Seconded by Shari Elson-O'Garr. **Motion #118/17 carried.**

13. Financial Statements:

Motion made by Pat Anderson to accept and pay October 2017 vouchers and to receive and file October 2017 Statements of Revenues and Expenditures. Seconded by Bob Mullin. **Motion #119/17 carried.**

14. Date of next meeting: Tuesday December 19/17 at 6:00pm.

15. Motion made by Deb Kooistra to adjourn meeting.

Meeting was adjourned by Dean Graff.