

Stirling-Rawdon Public Library Board
April 24, 2018
Meeting Minutes

Board Members Present: Bob Mullin, Shari Elson- O’Garr, Miranda DeJong, Andrew Marre

Regrets: Dean Graff, Ashley Reid

Recorded By: Jaye Bannon

1. Meeting called to order at 6:00 pm by Board Member Andrew Marre.
2. Agenda was approved on motion with the correction of the date by Bob Mullin. Seconded by Miranda deJong. **Motion #31/18** carried.
3. No Pecuniary Interest declared.
4. Year End Unaudited Financial Statements review was postponed due to CAO/Treasurer Roxanne Hearn's absence from the meeting.
5. Correspondence:

Motion was made by Shari Elson-O’Garr to receive and file a letter of resignation from Vice Chairperson Pat Anderson and to send a note on behalf of the Library Board thanking Pat for her many years of service with the Stirling Library Board. And further, to receive and file the letter received from Stephen Abram, Executive Director of Federation of Ontario Libraries regarding the expected increased funding from the Ontario Government to Public Libraries. Seconded by Miranda DeJong. **Motion #32/18** carried.

6. March 20,2018 minutes were approved on motion by Miranda deJong. Seconded by Shari Elson-O’Garr. **Motion #33/18** carried.
7. Business arising from the February 27, 2018 minutes: None
8. Policy Review:

Integrated Accessibility Standard was approved on motion by Andrew Marre. Seconded by Bob Mullin. **Motion #34/18** carried.

Amendments to the Collection Development Plan were approved on motion by Miranda DeJong. Seconded by Shari Elson-O’Garr. **Motion #35/18** carried.

The Trillium Public Library’s sample ‘Library and Political Elections Policy’ was adopted with amendments to be made to identify it as a Stirling-Public Library Policy and the Editor’s Notes to be omitted. Motion to adopt amended policy was made by Miranda DeJong. Seconded by Shari Elson-O’Garr. **Motion #36/18** carried.

9. Other Business:

The Elevator Inspection Report from Technical Standards and Safety Authority (TSSA) dated April 13, 2018 was reviewed. The report indicated three Inspection Orders to be completed with compliance dates of May 13, 2018 on the first two orders and a completion date of July 12, 2018 on the third order. Motion was made by Shari Elson-O’Garr to forward the report to Public Works Superintendent, George Burkitt, to follow up and arrange for quotes and for the work to be done. Seconded by Miranda DeJong. **Motion #37/18 carried.**

Motion was made by Bob Mullin to receive and file the Fire Safety Plan for the Stirling Public Library that was completed by Fire Prevention Officer Sean Porter. Seconded by Shari Elson O’Garr. **Motion #38/18 carried.**

10. Motion made by Shari Elson O’Garr to receive and file statistics for March 2018. Seconded by Andrew Marre. **Motion #39/18 carried.**

11. Motion made by Shari Elson-O’Garr to receive and file CEO Report. Seconded by Bob Mullin. **Motion #40/18 carried.**

12. No Chair Report

13. Council Report:

Bob Mullin reported that there is discussion to have the Municipal Township’s website updated in the near future in order to comply with Accessibility Standards .Motion to receive and file Council Report was made by Shari Elson O’Garr. Seconded by Miranda deJong. **Motion #41/18 carried.**

14. Financial Statements:

Financial reports were reviewed and the exorbitant Hydro bills were discussed. Motion was made by Shari Elson-O’Garr to direct Jaye Bannon to turn the hot water tank breaker off for a full week and to login to the Stirling Library’s Hydro account online to track and monitor the change in usage. Seconded by Miranda DeJong. **Motion # 42/18 carried.** Motion was made by Shari Elson-O’Garr to accept and pay March 2018 vouchers and to receive and file March 2018 Statements of Revenues and Expenditures. Seconded by Miranda deJong. **Motion #43/18 carried.**

15. Other Business:

As a result of Pat Anderson’s resignation, motion was made by Bob Mullin to nominate Andrew Marre as Vice Chairperson of the Stirling Library Board. Seconded by Shari Elson-O’Garr. **Motion #44/18 carried.**

Also as a result of Pat Anderson’s resignation a new SOLS Trustee will need to be appointed. Jaye Bannon will bring more information regarding the duties and responsibilities of a SOLS Trustee to the next Library Board meeting.

The Board Member Succession Planning Policy was discussed considering the upcoming election in the fall of 2018. Motion was made by Bob Mullin to direct Jaye Bannon to prepare and post a public notice to be displayed within the Library requesting names of those interested in applying for a position on the Library Board after the Municipal Elections take place. Seconded by Andrew Marre. **Motion#45/18 carried.**

16. Date of next meeting is May 15, 2018.

17. Motion to adjourn the meeting was made by Shari Elson O’Garr. Meeting was adjourned by Andrew Marre.