

Stirling-Rawdon Public Library Board
June 19, 2018
Meeting Minutes

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

Regrets: Ashley Reid

Also Present: CAO Roxanne Hearn

Recorded By: Jaye Bannon

1. Meeting called to order at 6:00 pm by Chair Dean Graff.
2. Agenda was approved on motion by Andrew Marre with an amendment to add May 15/18 caucus meeting minutes. Seconded by Miranda DeJong. **Motion #58/18** carried.
3. No Pecuniary Interest declared.
4. Year End Unaudited Financial Statements were reviewed with CAO/Treasurer Roxanne Hearn. Board Members were given an opportunity to ask questions concerning the accounting procedures, allocation of Provincial and Municipal grants, year-end adjustments, and the general status of the library’s revenues and expenditures.

Roxanne excused herself from the meeting after the year-end statements were reviewed.

5. Correspondence:

Motion was made by Bob Mullin to receive and file Elections and Library Board correspondence from the Ontario Library Association. Seconded by Andrew Marre. **Motion #59/18** carried.

6. May 15, 2018 regular minutes and May 15, 2018 caucus minutes were approved on motion by Shari Elson-O’Garr. Seconded by Miranda DeJong. **Motion #60/18** carried.

7. Business arising from the May 15, 2018 minutes:

An email received by plumber, Adam Nayler regarding the recommendation to install a larger water heater was reviewed and discussed. Motion was made by Andrew Marre to have Jaye Bannon give direction to the Public Works department to make arrangements to have a larger hot water tank, along with a timer, installed. Seconded by Shari Elson-O’Garr. **Motion #61/18** carried.

8. Other Business:

Andrew Marre volunteered to present the Library Bursary Award on behalf of the Library Board at the graduation ceremony scheduled on Monday, June 25th at the Stirling Public School.

9. Policy Review:

- Safety in the Workplace #OP0822 was approved on motion by Shari Elson O’Garr. Seconded by Andrew Marre. **Motion #62/18 carried.**
- Emergency Procedures #OP0825 was approved on motion by Andrew Marre. Seconded by Shari Elson-O’Garr. **Motion #63/carried.**
- Working Alone #OP1025E was approved on motion by Andrew Marre. Seconded by Shari Elson-O’Garr. **Motion #64/carried.**
- Selection of Materials for Collection #OP398/12 was approved on motion by Andrew Marre, with amendments to a typing error. Seconded by Shari Elson-O’Garr. **Motion #65/18 carried.**
- Ordering and Receiving of Collection Materials #OP397/12 was approved on motion by Shari Elson-O’Garr. Seconded by Andrew Marre. **Motion #66/18 carried.**
- Human Resources Management #HRP0927L was approved on motion by Andrew Marre, with the proposed amendments made. Seconded by Shari Elson-O’Garr. **Motion #67/18 carried.**
- Circulation Policy #OP0824 was approved on motion by Andrew Marre with the following amendments made to the Library Memberships section “Persons residing in other municipalities will be required to pay a non-resident fee as set out by the Library board *with the exception of all Library staff and volunteers, at the CEOs discretion.*” Seconded by Shari-Elson O’Garr. **Motion #68/18 carried.**

10. Motion was made by Andrew Marre to receive and file May 2018 Statistics. Seconded by Miranda DeJong. **Motion #69/18 carried.**

11. Motion was made by Miranda DeJong to receive and file CEO report. Seconded by Shari Elson-O’Garr. **Motion #70/18 carried.**

12. Chair Report:

Dean Graff shared some information about, and an invitation to the Grand Opening of The Studio, a new business in Stirling at 21 West Front Street featuring home décor, artwork and custom framing. Also, as a member of the Central Hastings OPP Community Advisory Committee, Dean informed the Library Board about a campaign that is being held to help prevent or minimize the number of scams and frauds that people are falling victim to. Magnets were handed out to Board Members with additional magnets to be left for patrons of the library with information about how to recognize and reject and report phone or online scams.

13. No Council Report

14. Motion was made by Andrew Marre to accept and pay May 2018 vouchers and to receive and file May 2018 Statements of Revenues and Expenditures. Seconded by Shari-Elson O'Garr.

Motion #71/18 carried.

Date of next meeting September 18, 2018

15. Motion to adjourn the meeting was made by Bob Mullin. Meeting was adjourned by Dean Graff.