

Stirling-Rawdon Public Library Board
February 20, 2019
Meeting Minutes

Board Members Present: Andrew Marre, Shari Elson- O’Garr, Miranda DeJong, Melissa Jolicoeur, Theresa O’Heir, Sari Watson, Grant Hagerman

Regrets: None

Recorded By: Jaye Bannon

1. Meeting called to order at 6:00 pm by Stirling Library Board Chair, Andrew Marre.
2. Agenda was approved on motion by Shari Elson-O’Garr. Seconded by Melissa Jolicoeur. **Motion #15/19** carried.
3. No Pecuniary Interest declared.
4. January 15, 2019 minutes were approved on motion by Grant Hagerman. Seconded by Miranda DeJong. **Motion #16/19** carried.

January 15, 2019 caucus minutes were approved on motion by Shari Elson-O’Garr. Seconded by Sari Watson. **Motion #17/19** carried.

5. No business arising from the January 15, 2019 minutes.
6. No correspondence to present.
7. Motion was made by Melissa Jolicoeur to receive and file January 2019 Statistics and CEO Report. Seconded by Sari Watson. **Motion #18/19** carried.
8. No Chair Report
9. Council Report

Sari Watson briefly spoke of the by-law policy adopted at the February 19, 2019 Council meeting with respect to the manner in which the Corporation of the Township of Stirling-Rawdon will protect and enhance the Tree Canopy and Natural Vegetation in the Municipality.

10. No Strategic Plan Review

11. Policy Review

Motion was made by Shari Elson-O’Garr to approve Terms of Reference of the Officers Policy #BP0805. Seconded by Sari Watson. **Motion #19/19** carried.

Motion was made by Melissa Jolicoeur to approve Powers & Duties of Library Board Policy #BP0806. Seconded by Shari Elson O’Garr. **Motion #20/19** carried.

Motion was made by Grant Hagerman to approve Meetings of the Board Policy #BP0807. Seconded by Miranda deJong. **Motion #21/19** carried.

Motion was made by Miranda DeJong to approve Amendment of Bylaw Policy #BP0927B. Seconded by Sari Watson. **Motion #22/19** carried.

12. Other business:

Funding for Digitization Project:

Jaye Bannon made a request to the Library Board to use \$4533.51 of the bequest received from the estate of Douglas Drewry towards the proposed digitization project library staff was hoping to start in the Local History Department. Funds would initially be used to purchase a laptop, an external hard drive, a document camera scanner and a membership to Vita Digital Toolkit in an attempt to preserve, make accessible and promote the historical resources we have at the library in memory of Douglas Drewry. Motion was made by Shari Elson O’Garr to approve the use of the \$4533.51 towards the Local History Digitization Project. Seconded by Miranda DeJong. **Motion #23/19** carried.

Partnership and Agreement with the Stirling MILL:

The Stirling MILL operations were discussed and the draft agreement between The Stirling Library Board and the Stirling MILL Board was reviewed. Suggestions were made to include that there be set hours for the MILL to ensure that it is always staffed by MILL volunteers. Motion was made by Miranda DeJong to approve the establishment of the Stirling Musical Instrument Lending Library (MILL) as an operation within the Library premises. Seconded by Sari Watson. **Motion #24/19** carried. *Shari Elson-O’Garr abstained from voting for reasons of a conflict of interest as a member of the Stirling MILL Board.

2019 Budget:

Board members reviewed the 2019 Budget and had questions regarding the donation line in the 2018 YTD Actual. The 2019 Budget was therefore deferred to the March 2019 meeting giving Jaye Bannon time to inquire with Treasure Roxanne Hearn.

Annual Report:

Jaye Bannon presented the 2018 Annual Report in a format different from previous years. The Board requested that a digital copy be uploaded to the library’s website as well as to the Municipal Office and a hardcopy be available at the circulation desk for patrons to view.

Motion was made by Theresa O’Heir to receive and file the 2018 Annual Report. Seconded by Melissa Jolicoeur. **Motion #25/19** carried.

13. Caucus

*Jaye Bannon was asked to step out of the meeting during the caucus session to allow Board Members to review evaluation. Miranda DeJong recorded minutes of the caucus session and will forward minutes directly to CAO, Roxanne Hearn.

Motion was made by Grant Hagerman to enter caucus to review staff evaluation. Seconded by Sari Watson. **Motion #26/19** carried.

Motion was made by Shari Elson O’Garr to exit caucus. Seconded by Grant Hagerman. **Motion #27/19** carried.

Motion was made by Melissa Jolicoeur to have Jaye Bannon submit completed CEO evaluation to CAO, Roxanne Hearn at the Township Office. Seconded by Sari Watson. **Motion #28/19** carried.

Financial Statements for January 2019

14. Motion was made by Shari Elson O’Garr to accept and pay January 2019 vouchers and to receive and file January 2019 Statements of Revenues and Expenditures. Seconded by Miranda DeJong. **Motion #27/19** carried.

15. Date of next meeting: Tuesday March 19, 2019 at 6:00pm

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