

Stirling-Rawdon Public Library Board  
January 21, 2020  
Meeting Minutes

Board Members Present: Andrew Marre, Miranda DeJong, Grant Hagerman, Theresa O'Heir

Regrets: Kellie DeMarsh, Melissa Jolicoeur, Sari Watson

Recorded By: Jaye Bannon

1. Meeting called to order at 6:05 pm by Stirling Library Board Chair, Andrew Marre.
2. Agenda was approved as amended on motion by Miranda DeJong. Seconded by Theresa O'Heir. **Motion #01/20** carried.
3. No Pecuniary Interest declared.
4. Correspondence:  
The report received from Andy Eggleton, P.Eng. of Hamilton Smith Ltd regarding the HVAC investigation was reviewed. Motion was made by Theresa O'Heir to defer discussion regarding the recommendations until after Council has addressed the report at their next Council meeting. **Motion #02/20** carried.
5. December 17, 2019 minutes were approved on motion by Grant Hagerman. Seconded by Miranda DeJong. **Motion #03/20** carried.
6. Business arising from December 17, 2019 meeting:  
  
Motion was made by Miranda DeJong to receive and file the email received from Roxanne Hearns, CAO, clarifying the Parks and Recreation Committee's suggested exploration of the Ecoraster product for possible use in the outdoor area of the library. Seconded by Theresa O'Heir. **Motion #04/20** carried.
7. Motion was made by Miranda DeJong to receive and file December 2019 Statistics and CEO report. Seconded by Grant Hagerman. **Motion #05/20** carried.
8. No Chair Report
9. No Council Report
10. Policy Review  
  
Motion was made by Miranda DeJong to approve the Resource Sharing Policy #OP0927J with the suggested amendments. Seconded by Theresa O'Heir. **Motion #06/20** carried.  
  
Motion was made by Miranda DeJong to approve the Programming Policy #OP0927K with the suggested amendments. Seconded by Grant Hagerman. **Motion #07/20** carried.

## 11. Other Business

Motion was made by Grant Hagerman to receive and file the Annual Performance Evaluation that Miranda DeJong and Melissa Jolicoeur completed for Jaye Bannon on January 3, 2020. Seconded by Theresa O'Heir. **Motion #08/20** carried.

The board began discussing the 2020 budget prior to Jaye's upcoming preliminary budget preparation meeting with CAO/Treasurer Roxanne Hearn. Motion was made by Miranda DeJong to direct Jaye to request that funding towards staff training and continuing education be included. Seconded by Theresa O'Heir. **Motion #09/20** carried.

Jaye Bannon requested the Board's approval to have a Municipal credit card issued for the library's use to make online purchases of items such as magazine, books, supplies and DVDs. Jaye explained that the current process of requesting orders through the Township are inefficient and difficult to monitor. Jaye informed the Board that she had spoken to Roxanne about the possibility and that Roxanne would be checking with the banking manager. Motion was made by Theresa O'Heir to note the Board's approval of having a Municipal credit card issued to the library. Seconded by Miranda DeJong. **Motion #10/20** carried.

## 12. Financial Statements

Motion was made by Miranda DeJong to receive and file the December 2019 Financial Statements of Revenues and Expenditures and to accept and pay the December 2019 vouchers. Seconded by Theresa O'Heir. **Motion #11/20** carried.

## 13. Date of next meeting – Wednesday February 19, 2020 at 6:00pm

Meeting was adjourned by Andrew Marre.