

September 21, 2021

Held: Stirling-Rawdon Public Library Meeting Room

Board Members Present: Andrew Marre (Chair); Councilor Grant Hagerman; Councilor Sari Watson; Dj Sproat; Theresa O’Heir; Kim Finkle

Regrets: Miranda DeJong

Recorded By: Jaye Bannon, CEO

1. **Call to Order:**

The meeting was called to order by Andrew Marre at 6:05pm

2. **Approval of the Agenda:**

Motion #1

Moved by: Grant Hagerman

Seconded by: Theresa O’Heir

That the agenda for the June 15, 2021 Library Board meeting be approved with the addition of a letter to council Jaye Bannon prepared and wishes to read

Carried

3. **Declarations of pecuniary interest:** None

4. **Correspondence:**

Motion #2

Moved by: Sari Watson

Seconded by: Grant Hagerman

That the email correspondence from Adam Haviaras with the Ministry of Heritage, Sport, and Culture Industries regarding the 2020 Ontario Public Library Statistics Standard Reports be received and filed.

Carried

5. **Minutes:**

Motion #3

Moved by: Dj Sproat

Seconded by: Sari Watson

That the minutes of the June 15, 2021 Library Board meeting be approved.

Carried

6. **Business arising from the June 15, 2021:** None

7. **Statistics and CEO Report for June, July and August 2021:**

Motion #4

Moved by: Theresa O’Heir

Seconded by: Sari Watson

That the Statistics and CEO report for June, July and August 2021 be received and filed.

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Carried

8. **Chair Report:** None

9. **Council Report:**

Councilor Grant Hagerman mentioned that the George St. pumping station project should be underway this fall.

10. **Policy Review:**

Motion #5

Moved by: Sari Watson

Seconded by: Dj Sproat

That the Respect and Acknowledgment Declaration Policy #FP0928 be adopted as presented

Carried

Motion #6

Moved by: Dj Sproat

Seconded by: Grant Hagerman

That the Public Code of Conduct Policy #OP0821(formally, Disruptive Patrons/Staff Attitude Toward Patrons) be approved as revised

Carried

Motion #7

Moved by: Grant Hagerman

Seconded by: Dj Sproat

That the Safety in the Workplace Policy #OP0822 be approved as revised

Carried

Motion #8

Moved by: Sari Watson

Seconded by: Grant Hagerman

That the Safety, Security and Emergencies in the Library Policy #OP0825 (formally Emergency Procedures) be approved as revised

Carried

The new Safety Rules and Procedures document will be reviewed at the October 2021 meeting after suggested revisions are made.

Motion #9

Moved by: Sari Watson

Seconded by: Theresa O'Heir

That the Fire Safety Plan and Fire Safety Escape Plan be received and filed

Carried

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11. **Other Business:**

Motion #10

Moved by: Sari Watson

Seconded by: Dj Sproat

That the copy of the By-law to amend By-law No. 1250-8 as it applies to the Township of Stirling-Rawdon Public Library Board, deleting Kellie DeMarsh from the list of persons appointed to the Board and adding Kim Finkle, be received and filed.

Carried

Motion #11

Moved by: Dj Sproat

Seconded by: Theresa O'Heir

That any printing cost associated with COVID-19 Vaccine Certificates be waived

Carried

Motion #12

Moved by: Sari Watson

Seconded by: Theresa O'Heir

To direct Jaye Bannon to investigate the cost of installing locks on the automated doors of the public washrooms.

Carried

12. **Financial Statements for June, July & August 2021:**

Motion #13

Moved by: Sari Watson

Seconded by: Grant Hagerman

That the Financial Statements of Revenues and Expenditures for June, 2021 be received and filed and that the June 2021 vouchers be accepted and paid.

Carried

Motion #14

Moved by: Sari Watson

Seconded by: Grant Hagerman

That the Financial Statements of Revenues and Expenditures for July, 2021 be received and filed and that the July 2021 vouchers be accepted and paid.

Carried

Motion #15

Moved by: Sari Watson

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Seconded by: Grant Hagerman

That the Financial Statements of Revenues and Expenditures for August, 2021 be received and filed and that the August 2021 vouchers be accepted and paid.

Carried

13. Jaye Bannon presented a letter to the Board that she will be submitting to Council regarding the potential municipal employee vaccination policy being considered.
14. Date of next meeting- Tuesday October 19, 2021 at 6:00pm
15. Meeting was adjourned by Andrew Marre at 7:00pm