

December 21, 2021

Held: Via ZOOM

Board Members Present: Andrew Marre (Chair); Councilor Grant Hagerman; Councilor Sari Watson; Dj Sproat; Kim Finkle; Miranda DeJong

Regrets: Theresa O’Heir

Recorded By: Jaye Bannon, CEO

1. **Call to Order:**

The meeting was called to order by Andrew Marre at 6:00pm

2. **Approval of the Agenda:**

Motion #1

Moved by: Grant Hagerman

Seconded by: Miranda DeJong

That the agenda for the December 21, 2021 Library Board meeting be approved as amended

Carried

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

4. **Correspondence:**

Motion #2

Moved by: Dj Sproat

Seconded by: Grant Hagerman

That the following correspondence be received and filed,

- Federation of Ontario Public Library confirmation of membership renewal
- Email from Alexandra Taylor, Consultant with OLS, re: clarifications to COVID safety measures within the library
- Email from Melissa D’Onofrio-Jones, CEO at OLS, re: library rapid test distribution centres.
- Email from Ontario Library Service, re: Dec 17 capacity updates

Carried

5. **Minutes:**

Motion #3

Moved by: Miranda DeJong

Seconded by: Dj Sproat

That the minutes of the November 16, 2021 Library Board meeting be approved.

Carried

6. **Business arising from the November 16, 2021 Minutes:** None

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7. **Statistics and CEO Report for November 2021:**

Motion #4

Moved by: Grant Hagerman

Seconded by: Kim Finkle

That the Statistics and CEO report for November 2021 be received and filed.

Carried

8. **Chair Report:** None

9. **Council Report:**

Councilor Grant Hagerman mentioned that the Municipal staff and Council members enjoyed a nice dinner on December 8th held at the Stirling-Rawdon Fire Department to celebrate the upcoming holiday season. Councilor Hagerman also noted that there have been some water lines installed under Hwy 14 in front of the Municipal office to accommodate the adjacent property; that preliminary budget discussion have been underway and that the Planning Committee has been very busy.

10. **Policy Review:**

Motion #5

Moved by: Dj Sproat

Seconded by: Miranda DeJong

That the Problem Resolution and Employee Discipline, Resignation and Termination Policy #HRP0832 be approved as amended.

Carried

Motion #6

Moved by: Miranda DeJong

Seconded by: Grant Hagerman

That the Harassment and Discrimination policy #HRP283/10A be approved as amended.

Carried

Motion #7

Moved by: Miranda DeJong

Seconded by: Sari Watson

That the General Gift Acceptance Policy #FRP0834 be deferred to the January 2022 meeting.

Carried

Motion #8

Moved by: Miranda DeJong

Seconded by: Dj Sproat

That the Safety in the Workplace During COVID-19 Policy #OP0822A be approved as amended.

Carried

11. Other Business:

Motion #9

Moved by: Dj Sproat

Seconded by: Kim Finkle

To direct Jaye Bannon to inquire with the Municipality regarding their recently updated logo and further to investigate the cost and process into having a new library logo designed in a similar fashion.

Carried

Motion #10

Moved by: Miranda DeJong

Seconded by: Grant Hagerman

That the 2022 non-union salary pay grid increase for Stirling-Rawdon Library staff be approved.

Carried

Motion #11

Moved by: Miranda DeJong

Seconded by: Kellie DeMarsh

That the Occupancy Agreement between the Stirling-Rawdon Public Library and the Stirling Musical Instrument Lending Library be renewed until December 30, 2021.

Carried

Motion #12

Moved by: Miranda DeJong

Seconded by: Dj Sproat

That \$1665.00 raised from Nancy Snowdon's ornament sales be transferred to the general reserve account.

Carried

Motion #13

Moved by: Miranda DeJong

Seconded by: Grant Hagerman

That \$624.00 assigned for the registration cost of the 2022 Ontario Library Association conference be transferred to the general reserve account to be used instead for the 2023 OLA conference.

Carried

Motion #14

Moved by: Miranda DeJong

Seconded by: Dj Sproat

That \$733.37 be transferred from the general reserve account to 'Contribution from Reserves' account #0400700 to cover the cost of the 2021 subscription to Our Digital World.

Carried

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The CEO evaluation process was discussed. Members requested that Jaye Bannon begin the evaluation by entering relevant information and Miranda DeJong and Andrew Marre volunteered to complete the evaluation.

12. Financial Statements for November 2021:

Financial statements were not available in time for the December 2021 meeting.

13. Date of next meeting- Tuesday January 18, 2021 at 6:00pm

14. Meeting was adjourned by Andrew Marre at 7:00pm