

November 16, 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; Miranda DeJong

**Regrets:** None

**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: Sari Watson

That the agenda for the November 16, 2021 Library Board meeting be approved as amended

**Carried**

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

4. **Correspondence:** None

5. **Minutes:**

Motion #2

Moved by: Miranda DeJong

Seconded by: Theresa O’Heir

That the minutes of the October 26, 2021 Library Board meeting be approved.

**Carried**

6. **Business arising from the September 21, 2021 Minutes:**

Jaye Bannon provided information received from the Federation of Ontario Public Libraries, Ontario Library Service, and the Ministry of Heritage, Sport, Tourism and Culture Industries clarifying some of the issues surrounding verification of vaccinations. The correspondence presented indicated that regular public library operations and programs are *not* subject to proof of vaccination requirements and that proof of vaccination is only required for patrons attending a meeting or event in a rented indoor space within the library.

Motion #3

Moved by: Theresa O’Heir

Seconded by: Miranda DeJong

That the correspondence received from FOPL, OLS and MHSTCI be received and filed.

**Carried**

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

Motion #4

Moved by: Dj Sproat

Seconded by: Sari Watson

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

**Carried**

8. **Chair Report:** None

9. **Council Report:**

Councilor Grant Hagerman informed the board about the upcoming Santa Claus parades scheduled to take place on Friday December 3<sup>rd</sup> in Stirling and Sunday December 5<sup>th</sup> in Springbrook. Councilor Hagerman also mentioned the cement pads the municipality poured in Springbrook and at the Rotary Park in Stirling to be used as ice rinks during the winter months if the weather is favorable.

10. **Policy Review:**

Motion #5

Moved by: Dj Sproat

Seconded by: Miranda DeJong

That the Terms and Conditions of Employment policy#HRP0831 be approved as amended.

**Carried**

Motion #6

Moved by: Dj Sproat

Seconded by: Miranda DeJong

That the Problem Resolution and Employee Discipline, Resignation and Termination Policy #HRP0832 be deferred to the December 2021 meeting and further that Jaye be directed to consult the township's Human Resources policy to assure that any changes made will align with the municipality's.

**Carried**

Motion #7

Moved by: Miranda DeJong

Seconded by: Sari Watson

That the Volunteer Policy #VP0833 be approved as amended.

**Carried**

Motion #8

Moved by: Dj Sproat

Seconded by: Sari Watson

That the name of the 'Safety Rules and Procedures' document be changed to 'Safety Procedures'.

**Carried**

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11. **Other Business:**

**Public Use of Meeting Room**

Motion #9

Moved by: Miranda DeJong

Seconded by: Theresa O’Heir

That public use of the Meeting Room be approved for groups of no more than 12 people provided that proof of vaccination is presented to library staff and masks are worn at all times.

**Carried**

12. **Financial Statements for October 2021:**

Motion #10

Moved by: Sari Watson

Seconded by: Miranda DeJong

That the Financial Statements of Revenues and Expenditures for October 2021 be received and filed

**Carried**

13. Date of next meeting- Tuesday December 21, 2021 at 6:00pm

14. Meeting was adjourned by Andrew Marre at 6:40pm