



**Township of Stirling-Rawdon
Stirling-Rawdon Public Library Board Meeting
Minutes
Library
Wednesday, December 18, 2024 @ 6:00 PM**

Members Present: Councillor Caroline Smith
Councillor Don Stewart
Member Stasia Bennett
Chair Miranda DeJong
Member Kim Finkle
Member Valerie Sills
Member Kristina Smith

Members Absent:

Staff Present: Jaye Bannon, CEO

1. Call to Order

Chair Miranda Dejong called the meeting to order at 6:00pm

2. Adoption of Agenda

2.1. Library Board Agenda -

Resolution #1

Moved by Councillor Caroline Smith
Seconded by Member Kristina Smith

That the agenda for the Regular Library Board meeting held on
Wednesday December 18, 2024 be adopted as presented.

Carried

3. Declaration of Pecuniary Interest

None

4. Approval of Minutes of Previous Meeting

4.1. Library Board Minutes -

Resolution #2

Moved by Member Stasia Bennett
Seconded by Councillor Don Stewart

That the minutes of the Regular Library Board meeting held on
Wednesday, November 20, 2024 be adopted as presented.

Carried

5. Business Arising from Previous Meeting

5.1. Land Acknowledgement

Resolution #3

Moved by Member Stasia Bennett
Seconded by Member Kim Finkle

That the proposed Land Acknowledgement statement be adopted as
with the amendments discussed.

Carried

5.2. Board Evaluation

Resolution #4

Moved by Chair Miranda DeJong
Seconded by Member Kristina Smith

That the Library Board Self-Evaluation Tool form be completed
collectively by the Board.

Carried

6. CEO Report

6.1. CEO Report

Resolution #5

Moved by Councillor Caroline Smith
Seconded by Member Valerie Sills

That the CEO report be received and filed.

Carried

7. Chair Report

None

8. Council Report

Councillor Don Stewart reported on the status of the plans for the renovations to the library washrooms in the new year.

9. Financial Report

9.1. October 2024 Statement of Revenues and Expenditures

Resolution #6

Moved by Councillor Don Stewart
Seconded by Member Valerie Sills

That the October 2024 Statement of Revenues and Expenditures be received and filed.

Carried

10. Policy Review

10.1. Staff Selection/Vacation/Benefits/Statutory Holidays Policy
#HRP0830

Resolution #7

Moved by Member Stasia Bennett
Seconded by Member Valerie Sills

That the Staff Selection/Vacation/Benefits/Statutory Holiday Policy
#HRP0830 be approved as revised.

Carried

10.2. Respect and Acknowledgment Declaration #FP0928

Resolution #8

Moved by Member Kristina Smith
Seconded by Councillor Caroline Smith

That the Respect and Acknowledgment Declaration #FP0928 be approved as revised.

Carried

11. Correspondence / Information

11.1. FOPL Updates

Resolution #9

Moved by Member Valerie Sills
Seconded by Member Stasia Bennett

That the correspondence from the Federation of Ontario Public Libraries be received.

Carried

12. Closed Session

12.1. Convene in Closed Session

Resolution #10

Moved by Member Stasia Bennett
Seconded by Member Kim Finkle

That pursuant to Section 16.1(4a) of the Public Libraries Act regarding the security of the property of the board, and Section 16.1(4d) regarding labour relations or employee negotiations, we do now convene in Closed Session at 6:50 pm.

Carried

12.2. Convene in Open Session

Resolution #11

Moved by Councillor Caroline Smith
Seconded by Councillor Don Stewart

That we do now reconvene in Open Session at 7:25 pm and direct Jaye Bannon to follow directions discussed in caucus.

Carried

13. Other Business

- 13.1. Annual Non-Union Pay Grid Increase

Resolution #12

Moved by Councillor Caroline Smith
Seconded by Member Stasia Bennett

That the 2025 non-union salary pay grid increase for Stirling-Rawdon Library staff be approved.

Carried

- 13.2. Stirling MILL - Stirling Library Occupancy Agreement

Resolution #13

Moved by Member Kristina Smith
Seconded by Member Valerie Sills

That the Occupancy Agreement between the Stirling-Rawdon Public Library and the Stirling Musical Instrument Lending Library be renewed until December 31, 2025.

Carried

- 13.3. Transfer funds from the 2024 Annual Fundraiser to the Stirling Library Reserve account.

Resolution #14

Moved by Member Kristina Smith
Seconded by Member Valerie Sills

That funds raised through the sale of ornaments donated by Nancy Snowdon from October 1-December 28, 2024 be transferred to the Stirling Library Reserve Fund.

Carried

- 13.4. Transfer Rotary Club donation to the Stirling Library Reserve Fund.

Resolution #15

Moved by Councillor Don Stewart
Seconded by Member Kristina Smith

That \$1000.00 Rotary Club donation toward technology purchase(s)
be transferred to the Stirling Library Reserve Fund.

Carried

- 13.5. Transfer Art Gallery donations to the Stirling Library Reserve Fund.

Resolution #16

Moved by Councillor Caroline Smith
Seconded by Member Stasia Bennett

That \$360.00 raised toward Art Gallery improvements be transferred
to the Stirling Library Reserve Fund.

Carried

- 13.6. Transfer personal donation to Stirling Library Reserve Fund.

Resolution #17

Moved by Member Kim Finkle
Seconded by Councillor Don Stewart

That the \$1000.00 personal donation made on Sept 12, 2024 toward
item(s) not covered through the regular operating budget be
transferred to the Stirling Library Reserve Fund.

Carried

- 13.7. Transfer funds from the 2024 Programming Fundraisers to the
Stirling Library Reserve account.

Resolution #18

Moved by Member Kristina Smith
Seconded by Member Valerie Sills

That \$1381.04 raised toward programming via the 2024 library
merchandise/yard sales and the Walmart donation be transferred to
the Stirling Library Reserve Fund.

Carried

- 13.8. Transfer \$3178.65 from the 2024 Fun Fair to the Stirling Library Reserve account.

Resolution #19

Moved by Member Kim Finkle
Seconded by Member Stasia Bennett

That \$3178.65 raised through the 2024 Fun Fair be transferred to the Stirling Library Reserve Fund.

Carried

- 13.9. Library Board Budget 2025

Resolution #20

Moved by Chair Miranda DeJong
Seconded by Member Stasia Bennett

That the 2025 Library Board Budget be approved as amended.

Carried

14. Date of the Next Meeting

Wednesday January 15, 2025 at 6:00pm

15. Adjournment

The meeting was adjourned at 7:45pm.