



**Callander Public Library Board
Meeting Minutes - Draft
September 18, 2024, 6:00pm**

Location: Callander Public Library, 30 Catherine St. W., Callander, ON
Participants may also attend via Zoom

In attendance: J. Sawyer, D. Villard, L. Boudreau, A. Peden, J. Davis, M. Sones
Regrets: B. Boland, R. Noon

1. Call to order 5:59pm
2. Declaration of Pecuniary Interest - None
3. Approval of Agenda

Motion: 2024-09-25: That the board approves the agenda with the following changes:

- a. Requests for items to be removed from the Consent Agenda:
 - June, July, August Operations Report
- b. Additions and changes to the regular agenda:
 - Add item 7.f. Recommended Building upgrades
 - Add item 7.g. June, July, August Operations Report
 - Change item 10 change to "Next regular meeting October 16, 2024 at 6:00pm

Moved: A. Peden, Seconded: L. Boudreau
Approved

4. Presentations/Delegations - None
5. Consent Agenda:
 - a. Adoption of
 - i. June 19, 2024 Meeting Minutes
 - b. Library Operations Report
 - i. June, July, August Operations Reports
 - c. Financial Reports
 - i. June 2024
 - ii. July 2024
 - d. Committee Meeting Minutes
 - i. Internal Affairs Committee August 7, 2024
 - ii. Planning and Policy Committee August 21, 2024
 - e. Correspondence:
 - i. CFLA-FCAB Board Update July 25, 2024



Motion 2024-09-26: That the board approves the consent agenda with the exception of item b. June, July, August Operations Reports.

Moved: J. Davis, Seconded: A. Peden

Approved

6. Ongoing Business:

a. Policies

For Approval:

- i. Library Employee Code of Conduct
- ii. Financial Control and Oversight – Deferred

For Review:

- ii. Volunteer Policy

Motion: 2024-09-27: That the board approve the HR-02 Library Employee Code of Conduct and the OP-03 Volunteer Policy as discussed.

Moved: J. Davis, Seconded: A. Peden

Approved

b. Report: MOU and Lease Agreement with Municipality of Callander – CEO met with municipal staff on Sept 17th for clarification on MOU the following items were discussed:

- Including statement on library wages will be recorded under municipal number (for 2025 at least) and allowing payroll clerk to contact library staff directly regarding banking info, etc.
- Plan is not to charge library for payroll this year, expecting the same for Operations – this will likely change moving forward
- Library will be participating in the Joint Health and Safety committee moving forward
- Library will need to follow Municipal H&S policy (newly revised)

7. New Business:

a. 2025 Draft Budget Estimates for approval

Motion: 2024-09-28: That the board approves the draft budget estimates as presented.

Moved: L. Boudreau, Seconded: J. Sawyer

Approved

b. Update on Municipal Ad Hoc Committee, regarding potential new library building – D. Villard, provided update on the Municipal Ad Hoc Committee meeting, the project is moving forward.

c. New Callander Public Library Building Fund -

d. Draft Accessibility Plan



Motion: 2024-09-29: That the board approves the draft accessibility plan as presented.

Moved: J. Davis, Seconded: A. Peden

Approved

e. Board Member Comments

J. Sawyer - It is good to hear that there is progress coming on the library building.

D. Villard – it might be good for the board to get a presentation on library programs.

f. Building upgrades – M. Sones brought forward discussion from the Internal Affairs

g. June, July, August Library Operations Report

8. Closed Session – As per the *Public Libraries Act R.S.O 1990, c.P.44, section 16.1(4)(b) personal matters about an identifiable individual.*

Motion: 2024-09-30: That the board moves to in-camera as per the *Public Libraries Act R.S.O 1990, c.P.44, section 16.1(4)(b) personal matters about an identifiable individual at 7:27pm*

Moved: J. Sawyer, Seconded: J. Davis

Approved

9. Business arising from closed session

Motion: 2024-09-31: That the board returns to public session at 8:02pm

Moved: A. Peden, Seconded: L. Boudreau

Approved

Motion: 2024-09-32: That the board amends the draft budget estimate, approved by Motion: 2024-09-28, as per the in-camera discussion.

Moved: L. Boudreau, Seconded: J. Sawyer

Approved

10. Next regular meeting October 16, 2024 at 6:00pm

Adjourned at 8:04pm