

Minutes

Otonabee- South Monaghan Public Library Board Meeting
February 18, 2026, 4:00 – 6:00 p.m. via Zoom

Attended: Roxanne St Martin, Carolanne Nadeau, Colleen Bolin, Katy Crilly, Louisa Norris
Richard Peachey, Terry Holmes

1. Call to Order - 4:01 p.m.

2. Respect and Acknowledgement Declaration – T. Holmes

3. Consent Agenda

- a. Acceptance of Agenda - Under - Business Arising from the Minutes add results from the HR Committee meeting. b. Declarations of Conflict-of-Interest c. Correspondence d. Delegations & Persons

Acceptance of the December 17, 2025, minutes – with a change about the CEO Evaluation. The Board will take this issue back to the HR Committee for discussion.

Motion to accept: C. Bolin, Second: R. Peachey. Carried

4. Standing Items

- a. AODA update – Nothing to Report
- b. Health & Safety – Staff appointed Jesse Davis as the representative
- c. Board Fundraising Committee met last week, and the discussion was very positive. The group agreed to focus on hosting a single major event this year. The current idea is breakfast/brunch at Stewart Hall, featuring vendors and the sale of brunch-themed raffle tickets. Further planning and discussion will be needed as the concept develops. The event, tentatively titled “Autumn Delight,” is planned for September. We will need to contact the township to ensure all required approvals and permits are in place.

The Board also asked for clarification on Carolanne’s priorities for the Library, as they would like fundraising efforts to support specific, clearly identified needs. The committee moved to continue developing the event concept.

Motion to accept: C. Bolin, Second: T. Holmes. Carried

5. Business Arising from the Minutes

- a. Advocacy for Increase Provincial Funding – Nothing new on this.

- b. Results of the HR Committee meeting – discussed the CEO 360 Review, and this evaluation has gone out to most staff. Still waiting for some email addresses from Carolanne.

ACTION: Carolanne to send email addresses to T. Holmes

- a. Increase in price for Interlibrary Loans. The mayor met with our MP Emma Harrison, and she stated that we don't have to worry about the increase in fees for the loans.

6. Board Calendar

- a. Policy: Community Engagement OP-17 – Some Board members made some notes and corrections. With these changes and additions, this policy was accepted.

Motion to accept: C. Bolin, Second: R. St. Martin. Carried

- b. Revised Board Policy Calendar - Updated

7. Board Management Activities and Development

- a. C. Bolin requested approval to attend two online OLS courses—HR Series: Governance Excellence: Board Responsibilities and HR Oversight *and* Evaluating Your Library CEO: Governance Tools for Performance—and asked that the Board cover the associated costs.

Motion: That C. Bolin be approved to attend both HR Series courses and that the Board cover the cost moved by: C. Bolin, Second: L. Norris. Carried

- b. The Board agreed that a course in Board Governance would be valuable for new members who are not yet familiar with board operations. To accommodate this training, the Board considered adding an additional meeting in April or asking Jesse to provide a condensed version of her presentation. It was decided to request that Jesse deliver a one-hour session so that the regular April Board meeting can proceed as scheduled.

A Board member raised that, going forward, they would like more opportunities for discussion around proposed training before they are scheduled, so they can vote on whether the training is appropriate.

Note: As per January 21, 2026, OSMPL Board minutes: "7. A. Governance 101 Workshop – April 15. A two-hour Zoom workshop (4-6 p.m.) coinciding with the regular Board meeting. All Board members agreed to participate."

Motion to accept: C. Bolin, Second: R. St. Martin. Carried

8. Acceptance of January 2026 Financial Statement

Motion to accept: L. Norris, Second: R. St. Martin. Carried

9. Acceptance of February 2026 CEO Report

Motion to accept: T. Holmes, Second: L. Norris. Carried

10. New Business

- b. Update – By-laws – The by-law – will be changed to reflect the CEO Evaluation will be undertaken annually.

Motion to accept: C. Bolin, seconded: T. Holmes. Carried

- c. Volunteer Appreciation – it is International Year of the Volunteer. It is essential that we do this again this year. Note (Louisa got in touch to with Heather, she is still interested in taking on this opportunity again this year. Louisa is going to assist her, and we are meeting next week.)
- d. Annual Report – Colleen was very impressed by the Annual Report and Colleen noted a spelling mistake on Expenses and that the Volunteers were listed twice. This has not gone out yet so Carolanne will make these changes.

11. Adjournment

Meeting adjourned at 4:45 p.m.

Next Meeting March 18th Stewart Hall Community Centre