

Minutes

Otonabee - South Monaghan Public Library Board Meeting
March 18, 2026, 4:00 – 6:00 p.m. Stewart Hall Community Centre

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

1. Call to Order – 4:00 p.m.

2. Respect and Acknowledgement Declaration – K. Crilly

3. Consent Agenda

- a. Acceptance of Agenda
- b. Declarations of Conflict-of-Interest
- c. Correspondence
- d. Delegations & Persons
- e. Acceptance of the February 18, 2026, minutes

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

4. Standing Items

- a. AODA – nothing to report.
- b. Health & Safety – nothing to report.
- c. Board Fundraising Committee – R. Peachey reported that township approval for fundraisers is needed. Plans include catered breakfast/brunch, outdoor music, advance ticket sales, vendors (confirmed by Aug 15th), and a Treasure Chest auction of donated gift cards and items. All activities are contingent on township permission.

5. Business Arising from the Minutes

a. Volunteer Appreciation – L. Norris (attached)

b. Death Café Proposal Update – R. Peachey
Information and discussion:

Concept and Purpose: The idea originated from a group called "In Conversational Group" in Peterborough, which has held events on topics related to grief. The goal is to create a space where individuals can come together to talk about their experiences and feelings regarding death in a comfortable setting.

Partnerships: There is interest in partnering with Reverend Nancy Wilson from the United Church, who has experience in hospice volunteering and has demonstrated an interest in grief-related discussions. This partnership aims to leverage her expertise and community connections.

Event Structure: The events may include various formats, such as personal storytelling, discussions about cultural traditions surrounding death, and hands-on activities like creating memory boxes or engaging in creative expression. This approach seeks to create an intimate atmosphere where participants feel safe to share their thoughts.

Focus on Inclusivity: The intention is to attract a broad audience by making the library a safe and inviting space for discussions about death, appealing to those who may not typically engage with this topic.

Timing and Scheduling: The timing of events has not yet been finalized, but the preference is for afternoons or evenings when the library is closed to the public, ensuring a private environment for participants.

Community Engagement: The events are seen as an opportunity for the library to connect with the community and encourage more visitors. It aims to draw attention to the library as a resource for emotional and educational support regarding mortality.

Resource Sharing: In future sessions, it may be beneficial to include materials such as books on grief and death, encouraging attendees to bring recommendations which can be discussed during the cafe.

Expert Facilitation: There are discussions about inviting speakers knowledgeable about grief, memory, and cultural perspectives on death to further enhance the conversations and provide expertise.

Safety Considerations: The potential vulnerability of participants is acknowledged, and there is an emphasis on having experienced facilitators present to provide support if needed while ensuring that the environment remains respectful and comforting.

Creative Activities and Engagement: Ideas for inclusion of art and interactive activities aim to help participants express their emotions in ways that might resonate more deeply than verbal conversation alone.

Action: R. Peachey to take the Death Café/grief series proposal back to the committee, confirm format and timing.

6. Board Calendar

a. Policy: Outreach OP-08 - Accepted

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

7. Board Management Activities and Development.

Report from OLS HR Course – C. Bolin (notes attached): A two-hour session led by a Toronto HR lawyer covered governance definitions and emphasized careful policy review. Topics included HR Dashboards such as absences, staff turnover, investigations, and accommodation. L. Norris will distribute C. Bolin's report on this. CEO requested sample of HR Dashboard.

Motion: Request a Dashboard from the CEO in November.

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

8. Acceptance of February 2026 Financial Statement

Motion to accept: C. Bolin, Seconded: L. Norris. Carried.

9. Acceptance of March 2026 CEO Report

Facilities & Emergency Issues – the CEO raised concerns about communications from township regarding maintenance tasks. Updates on Library facilities and operations were shared.

Action: The CEO is to send T. Holmes a list of follow-up maintenance items

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

10. New Business

- a. AI – C. Bolin inquired about AI policies: Are we using AI for staffing or promotions, and do we need to disclose its use? The CEO is taking an Introduction to Responsible AI Governance Workshop and will provide updates and the board agreed to revisit in a few months. T. Holmes noted that everyone uses AI but must use it responsibly; you are accountable for any controversial content generated by AI.

- b. The Library Development Charges Reserve represents township funds collected from residential and commercial development to support growth-driven enhancements. The CEO will focus on initiatives that reflect the Strategic Plan’s priorities. The CEO suggested hiring a consultant to help identify and assess potential uses for these funds. The library’s current allocation stands at **\$244,409.66**. Trustees emphasized the importance of thinking ambitiously, as such a funding window may be rare.

- c. Closed Session – HR Committee Report

Motion to enter closed session: 5:27 p.m. L. Norris, Seconded: C. Bolin. Carried.

Motion to enter open session: 5:55 p.m. L. Norris, Seconded: C. Bolin. Carried.

11. Adjournment – 5:55 p.m.

Next Meeting: April 15, 2026, via Zoom 4-5 p.m.

Governance 101 Workshop 5-6 p.m. via Zoom