

Otonabee- South Monaghan Public Library Board Meeting

June 17, 2026, 4:00 – 6:00 p.m. Bailieboro Public Library

Attendance: Colleen Bolin, Katy Crilly, Richard Peachey, Terry Holmes, Carolanne Nadeau, via telephone Louisa Norris

Regrets: Roxanne St Martin

1. Call to Order – 4:09 p.m.

2. Respect and Acknowledgement Declaration – K. Crilly

3. Consent Agenda

- a. Acceptance of Agenda b. Declarations of Conflict-of-Interest c. Correspondence-Resignation of L. Norris d. Delegations & Petitions. e. Acceptance of May 20, 2026, minutes. Addition to consent agenda f. LSC Funds

Moved by: L. Norris Seconded by: R. Peachey Carried.

4. Standing Items

- a. AODA Multi Year Accessibility Plan – The CEO is working on this plan over the summer and will have a draft ready for board review in September.
- b. Health & Safety – nothing to report
- c. Board Fundraising Committee – update – the date for the event is set for September 19th, 2026.

Committee updates: A Google form will be used to recruit vendors K. Crilly will manage this; vendors will pay for tables and donate raffle items. Planned activities: vendor marketplace, raffle (C. Bolin managing treasure chest), refreshment table selling tea/coffee/baked goods (donations accepted). Logistics: R. Peachey to manage permits and music. C. Bolin has vendor notes/minutes from prior meeting. R. Peachey noted a conflict with Death Café scheduled on that day.

5. Business Arising from the Minutes

- a. Update on AI policy – CEO Report under Governance - Policy Development. Ontario Library Service has not finalized their sample policy yet and when it is available the CEO will put it on the Board's policy review schedule.
- b. Death Café update – R. Peachey – October 24th is the date from 10- a.m. to 2:00 p.m. we are going to involve the Library. We would like to use the Stewart Hall Community Centre. The CEO said she would book it on behalf of the Library as there would be no cost. This event will highlight books on Death and Dying, people are encouraged to bring

their books, plus we will have books from OSMPL. The CEO will collect the books from all 3 branches to have on display.

6. Board Calendar

- a. Policy: Code of Conduct & Complaint Handling GOV-02 - Moved until new Board is in place.
- b. Policy: The Library and Political Election Policy OP-03 – Minor amendment (acknowledgment of participation as permissible candidate experience). With this addition, it was accepted.

Moved by: C. Bolin. Seconded: K. Crilly Carried.

- c. Policy: Collection Development OP-04 – with one small change, this policy was approved.

Moved by: C. Bolin. Seconded by: K. Crilly Carried.

- d. Policy: Request for Reconsideration of Materials OP-12 – one minor change. *If a patron requests that a book be removed from the Library's collection, the request shall be referred to the Library Board for review. The Board will vote on whether the book should remain in the collection or be removed, with any decision to remove the book requiring a unanimous vote.*

Moved by: C. Bolin Seconded by: T. Holmes Carried.

Clarifying Policies – CEO Report under Governance – Policy Development – (HR-13). CEO will change to Employees' Complaints and Comments. The CEO will update errors on Policy page on website.

Board Self-Evaluation

Self-evaluation completed by four respondents; averages mostly 3-4 with some low scores flagged. The Board agreed not to publish the individual scores publicly (self-evaluation is for internal learning) but will circulate the anonymized results to board members for review. C. Bollin will refine and adjust the evaluation tool, since this is the first time it has been used.

The Board will revisit the evaluation in September; plan to use the results to identify training/relationship/communication improvements.

8. Acceptance of May 2026 Financial Statement

Moved by: L. Norris Seconded by: R. Peachey Carried.

LSC Funds: The Board agreed that the Library Services Center (LSC) funds will be maintained as a separate reserve and invested in a redeemable Guaranteed Investment Certificate (GIC) to protect the principal while generating modest interest income. This approach ensures the funds remain intact and available for future strategic needs, rather than being gradually depleted through routine operating expenses.

Motion: To invest \$9,814 of the LSC funds into a redeemable GIC. Moved by K. Crilly. Seconded by: T. Holmes. Carried.

9. Acceptance of June 2026 CEO Report

Moved by: R. Peachey Seconded by: K. Crilly Carried.

10. New Business: Library Staff Wages

C. Bolin proposed that library staff wage increases should align with Township staff increases.

The CEO declared a conflict of interest regarding discussions related to staff compensation and advised the Board that her comments were being made in her capacity as an advocate for Library staff and not for personal benefit. The Board discussed staff compensation as part of the 2027 budget planning process, including the possibility of aligning Library staff wage increases with those provided to township employees. Discussion included the Library's staffing structure, previous pay equity reviews, benefit eligibility, mileage reimbursement costs, and compensation practices at comparable public libraries. The CEO noted that certain library staff currently utilize personal devices for Library business without compensation, citing this as an example of differences between township employee remuneration and Library staff compensation arrangements.

The Board agreed that additional information is required before making any decisions regarding staff compensation. The CEO will contact the Township CAO to obtain information regarding township compensation adjustments, review historical pay equity documentation, and gather comparative information from other public libraries, including compensation practices, benefit offerings, mileage reimbursement, and other employee-related costs.

The Board deferred any decision regarding staff compensation adjustments pending the receipt and review of additional research and comparative data. The matter will be considered at a future meeting.

11. Adjournment – 5:23 p.m.

Motion: Move to Closed Session: 5:30 p.m.

Moved by: C. Bolin Seconded by: L. Vatri

Motion: Move to Open Session: 5:50 p.m.

Moved by: C. Bolin Seconded by: L. Vatri

Adjournment: 5:50 p.m.

Next Meeting: September 16, 2026, Stewart Hall Public Library **(Please note date and location changed to September 23, 2026, Keene Branch)**