

North Kawartha Public Library Board Minutes
Tuesday August 26, 2025 9:30AM
Business Hub

I Roll Call and Land Acknowledgement

Present: Cathie Leard, Sue Leeson, Sharon Sidaros, Jim O'Shea
Regrets: RuthAnne McIlmoyl
Staff: Debbie Hall

Call to order 9:29 am

II Declarations of Conflict of Interest

Chair reminded members of their obligation to declare a conflict if necessary.

III Approval of the Agenda

25.071 Moved Sue Leeson
Seconded Sharon Sidaros
The agenda is approved with the movement of the closed session after
NB1. Additional Policies.
Motion carried.

IV Adoption of Minutes

M1. Minutes

a) Minutes of the regular meeting of the Library Board June 24, 2025

25.072 Moved Jim O'Shea
Seconded Sue Leeson
The minutes of the regular meeting of the Library Board June 24, 2025 are
approved as presented.
Motion carried.

V Deputations/Presentations

N/A

VI Business

VII New Business

NB1. Additional Policies

- a) Additional Policy F – Library Credit Card Policy
- b) Additional Policy G – Business Hub Rental Policy

- c) Additional Policy H – Video Surveillance Policy - Deferred
- d) Additional Policy I – Procurement of Goods and Services
- e) Additional Policy J – Disposal of Surplus Goods

25.073 Moved Sharon Sidaros
Seconded Sue Leeson
Additional Policies F, G, I and J are approved as presented and Additional
Policy H – Video Surveillance Policy is deferred.
Motion carried.

XII Closed Session

Pursuant to the Public Libraries Act R.S.O. 1990, CHAPTER P.44, 16.1 (4A). This part of the meeting is closed to the public as the subject matter being considered is:

- a) Personal matters about an identifiable individual.

25.074 Moved Sue Leeson
Seconded Sharon Sidaros
That the Board move in to closed session at 10:00 am
Motion carried.

25.075 Moved Sharon Sidaros
Seconded Sue Leeson
That the Board resume open session at 11:18 am
Motion carried.

NB2. Additional Policies – New

- a) Code of Ethics from Personnel Policy
- b) Additional Policy P – Employee Code of Conduct Policy

25.076 Moved Sue Leeson
Seconded Jim O'Shea
CEO/Librarian will continue work on Additional Policy P and bring it back
to the September 2025 board meeting.
Motion carried.

NB3. Library Sign

- a) CEO/Librarian Report
- b) Video Surveillance Camera Discussion

Staff are directed to email the second quote to board members and investigate if a third quote is possible.

25.077 **Moved Sue Leeson**
Seconded Jim O'Shea
Staff will continue work on a new Library sign and bring back further
information to the September meeting.
Motion carried.

NB4. Staff Training Day

a) CEO/Librarian Report

25.078 **Moved Sue Leeson**
Seconded Cathie Leard
The Board approves a half day closure of the Apsley Branch for staff
training sometime in late Fall.
Motion carried.

NB5. Volunteer Recognition

a) Staff Report

Date to be determined.

25.079 **Moved Cathie Leard**
Seconded Sue Leeson
Volunteer Recognition Lunch will be held on a Saturday from 1:30 pm until
2:30 pm so all staff can attend.
Motion carried.

VIII Financial

F1. Statement

a) Financial Statement to August 18, 2025

25.080 **Moved Sue Leeson**
Seconded Jim O'Shea
The Financial Statement is received.
Motion carried.

IX Stats

S1. Library Stats Jun/Jul 2025

a) Circulation, Tech & Programming Stats

25.081 **Moved Jim O'Shea**
Seconded Sue Leeson
The Jun/Jul 2025 Library Stats are received.
Motion carried.

X Board Orientation

N/A

XI Correspondence

C1. Cards

- a) Painting the Poles Thank You Card
- b) School Graduation Gift Thank You Card

**25.082 Moved Cathie Leard
 Seconded Jim O'Shea
 Correspondence is received.
 Motion carried.**

XIII Adjournment

Next meeting September 23, 2025 at the **Apsley Branch** at 9:30am.

**25.083 Moved Sue Leeson
 The meeting is adjourned at 12:05 pm
 Motion carried.**

The North Kawartha Public Library Promotes Scent-Free Meetings and Events