

North Kawartha Public Library Board Minutes
Tuesday November 26, 2024 9:30AM
Business Hub

I Roll Call and Land Acknowledgement

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

Call to order 9:31 am

II Declarations of Conflict of Interest

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

III Approval of the Agenda

24.116 Moved Sharon Sidaros
Seconded RuthAnne McIlmoyl
The agenda is approved as presented.
Motion carried.

IV Adoption of Minutes

M1. Minutes

a) Minutes of the regular meeting of the Library Board October 22, 2024

24.117 Moved RuthAnne McIlmoyl
Seconded Jim O'Shea
The minutes of the regular meeting of the Library Board October 22, 2024
are approved as presented.
Motion carried.

V Deputations/Presentations

N/A

VI Business

B1. Budget

a) Budget 2025

24.118 Moved Jim O'Shea
Seconded Sharon Sidaros
The budget is approved to be presented to Council.
Motion carried.

B2. CEO Evaluation

- a) CEO Evaluation Result

**24.119 Moved Cathie Leard
 Seconded RuthAnne McIlmoyl
 A successful CEO/Librarian Performance Evaluation and Performance
 Evaluation Self-Assessment have been completed for 2024.
 Motion carried.**

VII New Business

NB1. CEO/Librarian Report

- a) Christmas Luncheon Closure

**24.120 Moved RuthAnne McIlmoyl
 Seconded Sharon Sidaros
 The Apsley Branch will be closed from noon until 2 pm on
 November 29th, 2024 in order for staff to attend a Christmas luncheon.
 Motion carried.**

NB2. Technical Services & Programming Manager

- a) Website Report

**24.121 Moved Sharon Sidaros
 Seconded RuthAnne McIlmoyl
 That \$13250.00 plus \$1910.00 be transferred from reserves to pay for the
 required website migration and yearly maintenance fee.
 Motion carried.**

**24.122 Moved Cathie Leard
 Recess for 5 minutes at 10:25 am
 Motion carried.**

**24.123 Moved Cathie Leard
 Resume open session at 10:35 am
 Motion carried.**

NB3. Section VII – Workplace Health and Safety

- a) 7.9 Safety, Security and Emergencies Policy
- b) Sample Workplace Health and Safety Awareness Certification

24.124 Moved RuthAnne McIlmoyl
Seconded Sharon Sidaros
Section VII – Workplace Health and Safety 7.9 Safety, Security and
Emergencies Policy is approved as presented.
Motion carried.

NB4. CEO/Librarian

a) Verbal Update Woodview Librarian

The Woodview Branch Librarian is retiring at the end of this year. The job has been posted on social media. We did put an ad in the Lakefield Herald, but due to the postal strike it was not circulated widely. So far we have received quite a few applications and the position applications should close on November 29th. Interviews will be conducted Thursday, December 5th and we hope to have a new staff member in place to do some training with the current Woodview Branch Librarian before she leaves. Coffee and cookies will be served on December 21st at 10:30 am at the Woodview Branch to congratulate Janet on her retirement. We will do a social media post to let the public know.

VIII Financial

F1. Statement

a) Financial Statement to November 22, 2022

24.125 Moved RuthAnne McIlmoyl
Seconded Jim O'Shea
The Financial Statement is received.
Motion carried.

IX Stats

S1. Library Stats October 2024

a) Circulation, Tech & Programming Stats

24.126 Moved Sharon Sidaros
Seconded RuthAnne McIlmoyl
The October 2024 Library Stats are received.
Motion carried.

X Board Orientation

N/A

XI Correspondence

N/A

XII Adjournment

Next meeting January 28, 2025 at the **Apsley Branch** at 9:30am.

24.127 Moved RuthAnne McIlmoyl
The meeting was adjourned at 11:03 am
Motion carried.

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