

North Kawartha Public Library Board Minutes

Tuesday November 25, 2025 9:30AM

Business Hub

I Roll Call and Land Acknowledgement

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

Call to order 9:33 am

II Declarations of Conflict of Interest

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

III Approval of the Agenda

**25.119 Moved RuthAnne McIlmoyl
 Seconded Sharon Sidaros
 The agenda is approved with the deferral of B2. Board Self Assessment to
 the January Library Board Meeting.
 Motion carried.**

IV Adoption of Minutes

M1. Minutes

a) Minutes of the regular meeting of the Library Board October 28, 2025

**25.120 Moved Sue Leeson
 Seconded by RuthAnne McIlmoyl
 The minutes of the regular meeting of the Library Board October 28, 2025
 are approved as presented.
 Motion carried.**

V Deputations/Presentations

N/A

VI Business

B1. Budget

a) CEO Verbal Update

The Board was advised that the amount for full time benefits was not increased for 2026 and that the cleaning budget will be over budget for 2025 and will have to be revised for 2026. Exact employee deductions should also be available in January as well as any wage adjustments from the Compensation Review undertaken by the Township.

**25.121 Moved Jim O'Shea
Seconded Sharon Sidaros
The CEO budget verbal update is received and an updated budget will be brought to the January library board meeting.
Motion carried.**

B2. Board Self Assessment

a) Compiled results

Deferred

B3. CEO Evaluation

a) CEO Evaluation Result

**25.122 Moved Cathie Leard
Seconded RuthAnne McIlmoyl
A successful CEO/Librarian Performance Evaluation and Performance Evaluation Self-Assessment have been completed for 2025.
Motion carried.**

B4. CEO/Librarian Report

a) Staff Training ½ Day

**25.123 Moved RuthAnne McIlmoyl
Seconded Sharon Sidaros
Staff training day or half day must be an annual occurrence.
Motion carried.**

B5. Board Code of Conduct

a) Code of Conduct for Council Members

CEO/Librarian advised that “Code of Conduct” for library board members samples contained the same information that is already in our Board Bylaws. Chair suggested perhaps condensing some bylaws into one may be a solution.

**25.124 Moved Cathie Leard
Seconded RuthAnne McIlmoyl
The Chair will investigate other “Codes of Conduct for Library Board Members” and bring them to a future meeting.
Motion carried.**

**25.125 Moved Cathie Leard
Recess for 5 minutes at 10:24 am
Motion carried.**

**25.126 Moved Cathie Leard
Resume open session 10:30 am
Motion carried.**

VII New Business

NB1. Library Job Descriptions

a) CEO/Librarian

**25.127 Moved Jim O'Shea
Seconded Sharon Sidaros
The CEO/Librarian job description is approved as presented.
Motion carried.**

b) Technical Services Coordinator

Change title to “Technical Services Manager”. Add wording “This position supervises volunteers”.

**25.128 Moved Sue Leeson
Seconded Jim O'Shea
The Technical Services Coordinator job description is approved with the changes as noted.
Motion carried.**

c) Programming Coordinator

**25.129 Moved Sue Leeson
Seconded RuthAnne McIlmoyl
The Programming Coordinator job description is approved as presented.
Motion carried.**

d) Branch Librarian

**25.130 Moved Sue Leeson
Seconded Jim O'Shea
The Branch Librarian job description is approved as presented.
Motion carried.**

e) Library Clerk

**25.131 Moved Sharon Sidaros
Seconded RuthAnne McIlmoyl
The Library Clerk job description is approved as presented.
Motion carried.**

f) Circulation Assistant

**25.132 Moved Sue Leeson
Seconded Sharon Sidaros
The Circulation Assistant job description is approved as presented.
Motion carried.**

NB2. Board Assembly Report

a) Vice Chair Verbal Update

Board members were asked “What does OLS Do?” and “What Should OLS be Doing?” Vice Chair remarked that it would have made for a better discussion if these questions were asked before the meeting. Staff and other board members could have provided input. Cybersecurity was discussed and lots of information was provided for libraries contemplating new builds. Suggested that libraries be sure to post programming/events posters at daycares, schools and municipal buildings etc.

Board Chair reviewed her participation in the Ontario Library Service Virtual Conference for Board Members. It was a two-hour evening session that unfortunately was marred by technology issues.

**25.133 Moved Cathie Leard
Seconded Jim O’Shea
The Vice Chair verbal update is received.
Motion carried.**

NB3. CEO/Librarian Report

a) Christmas Luncheon Closure

**25.134 Moved RuthAnne McIlmoyl
Seconded Sue Leeson
The Apsley Branch will be closed from noon until 2 pm on
December 12th, 2025 for staff to attend a Christmas luncheon.
Motion carried.**

VIII Financial

F1. Statement

a) Financial Statement to November 19, 2025

**25.135 Moved Jim O'Shea
Seconded Sharon Sidaros
The Financial Statement is received.
Motion carried.**

IX Stats

S1. Library Stats October 2025
a) Circulation, Tech & Programming Stats

**25.136 Moved RuthAnne McIlmoyl
Seconded Sharon Sidaros
The October Library Stats are received.
Motion carried.**

X Board Orientation

N/A

XI Correspondence

C1. Municipal World Magazine Article
a) **The library is not a department: Why public library boards matter**

**25.137 Moved Cathie Leard
Seconded Sharon Sidaros
The Correspondence is received.
Motion carried.**

XII Adjournment

Next meeting January 27, 2026 at the **Apsley Branch** at 9:30am.

**25.138 Moved Cathie Leard
The meeting is adjourned at 11:56 am
Motion carried.**

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