

# **North Kawartha Public Library Board Minutes**

## **Tuesday November 25, 2025 9:30AM**

### **Business Hub**

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#### **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**