

North Kawartha Public Library Board Minutes
Tuesday October 22, 2024 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 9:30 am

II Declarations of Conflict of Interest

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

III Approval of the Agenda

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

IV Adoption of Minutes

M1. Minutes

a) Minutes of the regular meeting of the Library Board September 24, 2024

24.103 Moved RuthAnne McIlmoyl
Seconded Jim O'Shea
The minutes of the regular meeting of the Library Board September 24,
2024 are approved as presented.
Motion carried.

V Deputations/Presentations

N/A

VI Business

B1. Section VI – Accessibility in the Library

a) 6.2 Appendix D – Service/Support Animals for People with Disabilities

Under Procedures, paragraph 2 “that their animal is a pet” add the word “not”

24.104 **Moved Sharon Sidaros**
Seconded Sue Leeson
6.2 Appendix D is approved with change noted above.
Motion carried.

B2. Budget

a) Budget 2025

CEO/Librarian is given direction to continue to work on the 2025 budget.

24.105 **Moved Cathie Leard**
Seconded Sharon Sidaros
This version of the 2025 budget is received and a final version will be
brought back to the November Board meeting.
Motion carried.

B3. Library Grants

a) Library Grant listing current

24.106 **Moved Jim O'Shea**
Seconded Sue Leeson
The Library Grant listing is received.
Motion carried.

B4. CEO Evaluation

a) CEO Evaluation Form – Any questions?

Discussion of Staff Evaluation of CEO Form and if improvements could be made. Perhaps use a simpler form for CEO evaluation in the first year of the board term especially if there are new members. Other examples of CEO evaluation will be brought to the January meeting as well as some suggested revisions to staff performance reviews.

24.107 **Moved Sharon Sidaros**
Seconded RuthAnne McIlmoyl
Suggestions for improvements to Performance Review Forms will be
brought to the January meeting.
Motion carried.

24.108 **Moved Cathie Leard**
Recess for 5 minutes at 10:40 am
Motion carried.

24.109 **Moved Cathie Leard**
Resume open session at 10:49 am
Motion carried.

VII New Business

NB1. CEO/Librarian Report

- a) Christmas Closure

**24.110 Moved RuthAnne McIlmoyl
Seconded Sue Leeson**

**The Board authorizes the Woodview Branch to close December 21, 2024 at 2 pm and the Apsley Branch to close December 24 at noon. Both branches to re-open Thursday, January 2, 2024. Any time off other than statutory holidays to be taken through use of banked time, personal vacation entitlement or time off without pay.
Motion carried.**

NB2. Section VII – Workplace Health and Safety

- a) 7.1 Violence and Harassment in the Workplace
- b) 7.2 Health and Safety
- c) 7.4 Volatile Customer Policy

**24.111 Moved Sharon Sidaros
Seconded Jim O’Shea**

**Policies 7.1, 7.2 and 7.4 are reviewed and approved as presented.
Motion carried.**

NB3. Section III – Collection Development and Management

- a) 3.10 Overdue Materials Model

**24.112 Moved Jim O’Shea
Seconded RuthAnne McIlmoyl**

**Policy 3.10 Overdue Materials Model is approved as presented.
Motion carried.**

VIII Financial

F1. Statement

- a) Financial Statement to October 17, 2024

Discussion of website end of life. More information will be forthcoming.

**24.113 Moved Sharon Sidaros
Seconded RuthAnne McIlmoyl
The Financial Statement is received.
Motion carried.**

IX Stats

S1. Library Stats September 2024

a) Circulation, Tech & Programming Stats

**24.114 Moved RuthAnne McIlmoyl
Seconded Sharon Sidaros
The September 2024 Library Stats are received.
Motion carried.**

X Board Orientation

N/A

XI Correspondence

N/A

XII Adjournment

Next meeting November 26, 2024 at the **Apsley Branch** at 9:30am.

**24.115 Moved Cathie Leard
The meeting was adjourned at 11:37 am
Motion carried.**

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