

Gananoque Public Library Board Meeting Minutes
October 23, 2023
Gananoque Public Library

Present: Marian McLeod – Chair, Patrick Kirby, Lynn Lambert, Chris McDonald, Jana Miller,
Lynda Pilkey, Peter Tytler, Kathleen Warburton, Deirdre Crichton

Regrets: Marion Sprenger, Abigail Webster

1. Call to Order – 5 p.m.

2. Declaration of Conflict of Interest - none

3. Adoption of Agenda

Motion 2023 – 40

Moved: Lynda Pilkey Seconded: Lynn Lambert Carried

Motion: To approve the agenda.

4. Adoption of the Minutes.

Motion 2023 – 41

Moved: Lynda Pilkey Seconded: Jana Miller Carried

Motion: To approve the minutes of September 25, 2023.

5. Business arising from the Minutes

a) Program policy re-wording.

Motion 2023 – 42

Moved: Peter Tytler Seconded: Jana Miller Carried

Motion: To move the policy as circulated and the change of the word reinforce to support.

b) Review the Updated Strategic Plan – Deirdre will add a third column for status to the strategic plan update. Deirdre mentioned SOLS will help with strategic planning for free for any community under 15,000. A marketing plan needs to be developed.

Motion 2023 – 43

Moved: Peter Tytler Seconded: Chris McDonald Carried

Motion: To accept the strategic plan update as presented.

Motion 2023 – 44

Moved: Kathleen Warburton Seconded: Lynn Lambert Carried

Motion: To ask for assistance from Ontario Library Service to come and help with a new strategic plan.

c) Review Lease Holder' responsibilities regarding acquiring approval for washroom update – Deidre updated information she received from the CAO Shellee Fournier.

Motion 2023 – 45

Moved: Chris McDonald

Seconded: Jana Miller

Carried

Motion: Propose that a \$150,000 capital request go to council to upgrade accessibility of the two washrooms at Gananoque Public Library.

- d) Opportunity for Board members to review the 2022 audit. Let Deirdre know if you would like a meeting to be set up or ask Deirdre if you have any questions.
- e) Discussion of Multi-Year Accessibility Plan – Deirdre will send copies of the first version and the second version. (First has rationale as to why it was assumed that library fell under non-profit and small town). Deirdre will send a letter to the government questioning why a community the size of Gananoque falls under the Town and a large municipality.
- f) Draft Budget – Deirdre will draft a second budget based on salary grids provided from other libraries. The other budget will include all staff getting cost of living increase.

Motion 2023 – 46

Moved: Chris McDonald

Seconded: Lynda Pilkey

Carried

Motion: To put cost of living increase for everyone and draft a second budget with what seems appropriate based on information collected from other libraries.

6. New Business

- a) CEO / Head Librarian Reports – Deirdre sent out written reports.
- b) Response regarding the Library Board's October 2022 inquiry regarding possibility and cost of the library's risk assessment from the Town CAO. Cost is \$499 plus HST.

Motion 2023 – 47

Moved: Chris McDonald

Seconded: Lynn Lambert

Carried

Motion: To approve the cost of the risk assessment out of reserves.

7. Other

8. Next Meeting – November 20, 2023

9. Motion to Adjourn

Motion 2023 – 48

Moved: Chris McDonald

Motion: To adjourn the meeting.