

Gananoque Public Library Board Meeting Minutes  
November 20, 2023, November 27, 2023 and December 11, 2023  
Gananoque Public Library

Present: Marian McLeod – Chair, Patrick Kirkby, Lynn Lambert, Chris McDonald, Lynda Pilkey,  
Marion Sprenger, Peter Tytler, Kathleen Warburton, Deirdre Crichton

Regrets: Jana Miller, Abigail Webster

1. Call to Order – 5:05 p.m.
2. Declaration of Conflict of Interest - none
3. Adoption of Agenda

Motion 2023 – 49

Moved: Marion Sprenger      Seconded: Kathleen Warburton      Carried  
Motion: To approve the agenda.

4. Adoption of the Minutes.

Motion 2023 – 50

Moved: Marion Sprenger      Seconded: Patrick Kirkby      Carried  
Motion: To approve the minutes of October 23, 2023.

5. Business arising from the Minutes

- a) Accessibility update regarding which category the GPL falls under – Deirdre Contacted AODA and found out because the library is not listed in the Town of Gananoque AODA reports the library falls under Business and Non-Profit sector.
- b) Strategic Plan update – columns with update have been added.
- c) Response from Town regarding request to apply for capital funding for improvement of the washrooms in the library. Marian read the response and a discussion took place. Patrick will check to see if it is listed in the capital requests document that Melanie sent out.
- d) Draft budgets discussion 2 versions – Deirdre will check with Melanie about the risk assessment.

Motion 2023 – 51

Moved: Lynda Pilkey      Seconded: Chris McDonald      Carried  
Motion: To add 3.3% all items that have not been increased, not salaries & benefits, and not items in red.

6. New Business

- a) CEO / Head Librarian Reports – Deirdre sent out written reports.

7. Other

8. Next Meeting – November 27, 2023

9. Motion to Adjourn

Motion 2023 – 52

Moved: Chris McDonald

Motion: To suspend the meeting until Monday November 27, 2023.

November 27, 2023, Continuation of November 20, 2023 meeting

Present: Marian McLeod – Chair, Lynn Lambert, Chris McDonald, Lynda Pilkey, Marion Sprenger, Peter Tytler, Kathleen Warburton, Deirdre Crichton

Regrets: Patrick Kirkby

1. Call to Order – 5:00 p.m.

2. Budget

Motion: 2023 – 53

Moved: Chris McDonald

Seconded: Lynda Pilkey

Carried - 1 abstention

Motion: To approve the budget as corrected.

3. Budget Notes – add information about closing the library plus options, panic button / necklace.

4. Next Meeting – Monday December 11, 2023.

5. Motion to Adjourn

Motion 2023 – 54

Moved: Chris McDonald

Motion: To suspend the meeting until December 11, 2023

December 11, 2023 Continuation of November 27, 2023 meeting

Present: Marian McLeod – Chair, Patrick Kirkby, Lynn Lambert, Chris McDonald, Lynda Pilkey, Marion Sprenger, Peter Tytler, Kathleen Warburton, Deirdre Crichton

Regrets: Abigail Webster

1. Call to Order: 5:15

2. Budget

Motion: 2023 – 55

Moved: Lynda Pilkey                      Seconded: Chris McDonald                      Carried

Motion: To approve budget number one as presented to the Town of Gananoque.

3. Salaries

Motion: 2023 – 56

Moved: Chris McDonald                      Seconded: Kathleen Warburton                      Carried

Motion: To approve the 3.3% COLA increase to be paid to all staff.

4. Insurance – Risk assessment has been scheduled for Thursday December 21, 2023 between 2 p.m. and 4 p.m.

5. Staffing Policy – Deirdre will purchase panic button necklaces / bracelets

Motion: 2023 – 57

Moved: Chris McDonald                      Seconded: Marion Sprenger                      Carried

Motion: Whenever a staff member is alone in the building, they are to wear panic bracelet or panic necklace.

6. Co-op Student – The library will offer a co-op student position in February. Deirdre will check on insurance coverage for co-op student.

7. Gananoque Little Library Trail – The library will work with Debbi Morrison in 2024 to develop a Little Library Trail in 2024.

8. Christmas Hours

Motion: 2023 – 57

Moved: Jana Miller                      Seconded: Marion Sprenger                      Carried

Motion: Gananoque Public Library will be closed on Saturday December 23, 2023 and Saturday December 30, 2023.

9. Cogeco Interview – Marian provided information about the interview she and Pam did with the Mayor.

10. Strategic Plan – A meeting with OLS has been scheduled. Deirdre will report

11. Next Meeting – Monday January 22, 2024

12. Motion to Adjourn

Motion 2023 – 55

Moved: Chris McDonald

Motion: Motion to adjourn.