

Trent Hills Public Library Board

Meeting: January 20, 2020

6:30 pm

Present:

Board: Jaya Aronnilakkara (Chair)
Keith Donnelly (Vice-Chair)
Cathy McDonald
Jennifer Marshall
Catherine Redden (Councillor) **Regrets**
Staff: Mary-Jo Mahoney, CEO, Trent Hills Public Library

The meeting was called to order by Chair Jaya Aronnilakkara at 6:30 pm at the Campbellford Branch of the Trent Hills Public Library.

1. Additions to the Agenda: item b) Human Resource Policies under Old Business.

2. Approval of the Agenda:

1/20 Moved by Jaya Aronnilakkara and seconded by Jennifer Marshall that the agenda be accepted has amended. **CARRIED**

3. Disclosure of Pecuniary Interest & the Nature Thereof: None

4. Approval of the December 16/2019 Library Board Minutes:

2/20 Moved by Cathy McDonald and seconded by Jennifer Marshall that the library board minutes from the December 16/2019 meeting be accepted. **CARRIED**

5. Presentations: None

6. Safety, Health and Environmental Issues: None

7. Librarian's Report:

SOLS has split the postage reimbursement and rebate for inter library loans over two distinct periods. January to April and June to December.

For January 2019 to April 2019 SOLS will reimburse libraries 33% of the total amount claimed for postage reimbursement in 2018.

For June 2019 to December 2019 SOLS will provide a \$2.00 per lend rebate to libraries based on the total number of lends for this period. This rebate only applies to 2019.

The Trent Hills Public Library is advertising for a Library Assistant Step 1 for casual on call.

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For the Campbellford Branch, Gingerbread Houses and a Christmas movie as shown. Visits continued to Island Park, and children had a special visit from Santa Claus.

For Warkworth Branch Library a book drive was organized along with Christmas programming and some reorganization. Patrick Muldoon, Branch Supervisor continues writing for the Tribune. This month's article is Resolving to Read. Patrick Muldoon along with CEO, Mary-Jo Mahoney and Board member Jennifer Marshall will be attending the OLA Conference in January.

For the Hastings Branch Library, different Christmas Craft classes were held along with a book drive for the fire fighters.

3/20 Moved by Jennifer Marshall and seconded Cathy McDonald that the Librarian's Report be accepted. **CARRIED**

8. Treasurer's Report:

4/20 Moved by Jennifer Marshall and seconded by Keith Donnelly that the Treasure's Report for 12/31/19 be received and filed. **CARRIED**

5/20 Moved by Jennifer Marshall and seconded by Cathy McDonald that the Treasurer be authorized to transfer the 2019 surplus to the Library General Reserve. **CARRIED**

9. Correspondence: None

10. Business arising from Minutes: Board members have viewed the governance webinar on the SOLS website.

6/20 Moved by Jaya Aronnilakkara and seconded by Keith Donnelly to establish a Governance Review Committee and Purchasing Review Committee. Meetings will begin in Feb. for these committees. **CARRIED**

11. New Business

7/20 Moved by Jennifer and seconded by Keith Donnelly to open Hastings Public Library for 20 hours beginning Fe.1/2020. The two additional hours will be scheduled for Mondays. **CARRIED**

The discussion on fine free for children will be tabled until more information can be obtained.

12. Old Business:

8/20 Moved by Jennifer Marshall and seconded by Keith Donnelly to approve OP-21 Gift Acceptance Policy as amended. **CARRIED**

9/20 Moved by Jennifer Marshall and seconded by Cathy McDonald to approve the reviewed Human Resource polices for the Trent Hills Public Library. **CARRIED**

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10/20 Moved by Jennifer Marshall and seconded by Keith Donnelly to approve OP-21 Gift Acceptance Policy as amended. **CARRIED**

11/20 Moved by Jennifer Marshall and seconded by Cathy McDonald to forward a copy of policy OP-21 to the Friends of the Campbellford , Hastings and Warkworth Library for reference and to invite the Chair of each group to attend the March 16/2020 Board meeting to review current Friends projects. **CARRIED**

12. Next Meeting: Monday March 16, 2020 at the Campbellford Branch Library, at 6:30 pm.

13. Adjourned: Moved by Jaya Aronnilakkara that the meeting be adjourned at 8:00 pm.

Jaya Aronnilakkara

Chair: Jaya Aronnilakkara

Mary-Jo Mahoney

Secretary: Mary-Jo Mahoney