

West Grey Public Library Board Minutes

September 11, 2024
West Grey Public Library - Durham Branch

Present: Malcolm Beddoe, Scott Foerster, Doug Townsend, Samantha Mund, Stephen Townsend, Yvonne Pelletier
Regrets: Geoffrey Shea

1. Call to Order

The Chair called the meeting to order at 6:03 pm.

2. Agenda

Moved by Stephen Townsend and seconded by Samantha Mund
THAT the West Grey Library Board approve the agenda as amended.

Carried.

3. Declaration of Interest

It is recorded that there were no declarations of pecuniary or conflict of interest or the general nature thereof.

4. Correspondence

4.1 Integrity Commissioner Services for Board members

4.2 Letter from Geoffrey Shea, Board and Council member

Moved by Stephen Townsend and seconded by Samantha Mund
THAT the West Grey Library Board give direction to the CEO of West Grey Public Library to seek clarification from Mr. Shea to clarify his intent. Pending the outcome, if required, the CEO has permission from the West Grey Library Board to seek another member from Municipal Council.

Carried.

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4.3 Letter of concern

Moved by Stephen Townsend and seconded by Yvonne Pelletier that the Board Chair respond to the letter of concern.

Carried.

5. Board Training

5.1. Binder items reviewed:

- 5.1.1 Library Board and Council collaboration
- 5.1.2 Relationship between Board and Council
- 5.1.3 MoU

6. Minutes of June 12, 2024

Moved by Scott Foerster and seconded by Doug Townsend THAT the West Grey Library Board minutes of June 12, 2024, be approved as presented.

Carried.

7. Business arising from the minutes.

None

8. Board information package

8.1. Financial documents dated September 3, 2024

Moved by Yvonne Pelletier and seconded by Doug Townsend THAT the West Grey Library Board accepts the financial documents as presented.

Carried.

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8.2 Statistics

Moved by Scott Foerster and seconded by Samantha Mund THAT the West Grey Library Board accepts the statistics as presented.

Carried.

9. Chief Librarian's report

Moved by Samantha Mund and seconded by Yvonne Pelletier that the West Grey Library Board approves the transfer of \$1,107.66 for children's programs from the Library's reserves.

Carried.

Moved by Stephen Townsend and seconded by Doug Townsend THAT the West Grey Library Board approves the Chief Librarian's report as presented.

Carried.

10. Policy review and updates

- 10.1 OP-01 Privacy, Access to Information and Electronic Messages
- 10.2 OP-06 Programming
- 10.3 OP-07 Internet Services Policy
- 10.4 OP-14 Information Services
- 10.5 OP-21 Working Alone Policy
- 10.6 OP-22 Work from Home Policy
- 10.7 VOL-01 Volunteer Policy

Moved by Samantha Mund and seconded by Doug Townsend THAT the West Grey Library Board accepts OP-01 through OP-22

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as approved, and VOL-01 as amended.

Carried.

11. Report from Board and Council Members

Council members reported that the new CAO had started.

12. Other Business

12.1 Grey Highlands Library contract for 2025-2027 signed and received. Board Chair to sign and then send back to Grey Highlands.

12.2 MoU with the Municipality

Moved by Samantha Mund and seconded by Yvonne Pelletier to direct CEO to propose MoU to CAO Michele Harris.

Carried.

12.3 2025 draft Operational Budget

12.4 2025 draft Capital Budget

Moved by Stephen Townsend and seconded by Yvonne Pelletier to accept 2025 draft operational and capital budgets.

Carried.

13. Open Board Discussion

Good response, with 200+ visitors to the Library's booth and activities at the Durham Fall Fair.

The Library's South Grey Reads representative is now out of the running but made it to the fourth round of public voting.

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14. **Next Meeting**

Wednesday, October 9, 2024, 6pm to be held at Durham Branch.

15. **Adjournment**

Adjourned at 8:15pm

A handwritten signature in black ink, appearing to be "B. L.", written over a horizontal line.

October 10, 2024

Chair:

Date: