

Stirling-Rawdon Public Library Board  
November 19, 2019  
Meeting Minutes

Board Members Present: Andrew Marre, Kellie DeMarsh, Melissa Jolicoeur, Grant Hagerman

Regrets: Miranda DeJong, Theresa O'Heir, Sari Watson

Recorded By: Jaye Bannon

1. Meeting called to order at 6:00 pm by Stirling Library Board Chair, Andrew Marre.
2. Agenda was approved on motion by Grant Hagerman. Seconded by Melissa Jolicoeur. **Motion #84/19** carried.
3. No Pecuniary Interest declared.
4. September 17, 2019 minutes were approved on motion by Melissa Jolicoeur. Seconded by Kellie DeMarsh. **Motion #85/19** carried.
5. Business arising from September 17, 2019 minutes:  

Andrew presented a sample Board evaluation form to be considered. Motion was made by Melissa Jolicoeur to accept the proposed evaluation form and have board members complete it individually before the next board meeting. Seconded by Kellie DeMarsh. **Motion #86/19** carried.
6. Correspondence:  

Jaye presented two pieces of correspondence including a letter from the Ontario Public Library Guidelines Monitoring and Accreditation Council concerning Municipal policies, and Bill 132 Survey results provided by the Federation of Ontario Public Libraries and Ontario Library Association. Motion was made by Grant Hagerman to receive and file the presented correspondence. Seconded by Kellie DeMarsh. **Motion#87/19** carried.
7. Motion was made by Melissa Jolicoeur to receive and file September and October 2019 Statistics and CEO report. Seconded by Kellie DeMarsh. **Motion #88/19** carried.
8. No Chair Report
9. Council Report  

Grant spoke about the upcoming Santa Claus parade and noted the route change this year to allow better access for emergency vehicles as requested by the OPP.
10. Policy Review  

Motion was made by Grant Hagerman to approve the Delegation of Authority to the CEO Policy #GP0927H. Seconded by Melissa Jolicoeur. **Motion #89/19** carried.

Motion was made by Melissa Jolicoeur to approve Evaluation of Chief Executive Officer Policy #GP0814. Seconded by Grant Hagerman. **Motion #90/19** carried.

Motion was made by Kellie DeMarsh to approve the Strategic Planning Policy #GP1122A. Seconded by Grant Hagerman. **Motion #91/19** carried.

#### 11. Other Business

Jaye presented a proposal to upgrades of the outdoor space at the corner of Emma St. and West Front St. that she is requesting to have added to the November 27<sup>th</sup>, 2019 Parks and Recreation Committee meeting agenda. Motion was made by Kellie DeMarsh to note the Library Board's support of the recommended improvements included in the proposal. Seconded by Melissa Jolicoeur. **Motion #92/19** carried.

Jaye presented updated job descriptions for the CEO position, the Assistant Librarian position and an updated job description and title for the Children's Librarian position. Motion was made by Grant to accept the new CEO job description, the new Assistant Librarian job description with the proposed amendments, and the Children's Librarian job description and further, to accept the proposed title change from Children's Librarian to Children's Librarian and Programming Coordinator. Seconded by Kellie DeMarsh. **Motion #93/19** carried.

#### 13. Financial Statements

Motion was made by Melissa Jolicoeur to receive and file the September and October 2019 Financial Statements of Revenues and Expenditures and to accept and pay the September and October 2019 vouchers. Seconded by Kellie DeMarsh. **Motion #94119** carried.

#### 14. Date of next meeting – Tuesday December 17, 2019 at 6:00pm

Meeting was adjourned by Andrew Marre.