

Stirling-Rawdon Public Library Board  
December 17, 2019  
Meeting Minutes

Board Members Present: Andrew Marre, Miranda DeJong, Melissa Jolicoeur, Sari Watson

Regrets: Kellie DeMarsh, Theresa O'Heir, Grant Hagerman

Recorded By: Jaye Bannon

1. Meeting called to order at 6:05 pm by Stirling Library Board Chair, Andrew Marre.
2. Agenda was approved on motion by Melissa Jolcoeur. Seconded by Miranda DeJong. **Motion #95/19** carried.
3. No Pecuniary Interest declared.
4. November 19, 2019 minutes were approved on motion by Melissa Jolicoeur. Seconded by Andrew Marre. **Motion #96/19** carried.

5. No business arising from November 19, 2019 minutes.

6. Correspondence:

Email from Farkas Baranyai of Thyssenkrupp Elevators regarding the status of the elevator and potential future mandatory upgrades required was reviewed and discussed. Motion was made by Miranda DeJong to direct Jaye to forward the email to Public Works Superintendent George Burkitt, CAO Roxanne Hearn, and to the General Manager of the Stirling Festival Theatre to keep the township and the theatre informed. Seconded by Sari Watson. **Motion#97/19** carried.

Memo from Clerk Tawnya Donald regarding the proposal sent to the Parks and Recreation Committee was reviewed and discussed. Sari Watson, who sits on the Parks and Recreation Committee, notified the Board that her understanding of the Committee's intention is to use a product designed by Ecoraster that would increase the amount of green space in the proposed area. Motion was made by Miranda DeJong to direct Jaye to respond to Tawnya's memo, thanking the Committee for their attention to the proposal and to clarify that the goal of upgrading the outdoor space is to reduce the amount of green space and provide a larger hard surface area that requires less maintenance than is currently required. Seconded by Melissa Jolicoeur. **Motion #98/19** carried.

Motion was made by Melissa Jolicoeur to receive and file the email from Kevin Finnerty, Assistant Deputy Minister from the Ministry of Heritage, Sport, Tourism and Culture Industries regarding the amendments to the Public Library Act and to receive and file the Federation of Ontario Public Library Data Report. Seconded by Sari Watson. **Motion #99/19** carried.

7. Motion was made by Melissa Jolicoeur to receive and file November Statistics and CEO report. Seconded by Sari Watson. **Motion #100/19** carried.
8. No Chair Report

9. No Council Report

10. Policy Review

Motion was made by Melissa Jolicoeur to approve the Harassment/Discrimination Policy #HRP283/10A. Seconded by Miranda DeJong. **Motion #101/19** carried.

11. Other Business

Motion was made by Melissa Jolicoeur to approve the 2020 non-union salary pay grid increase for Stirling-Rawdon Public Library staff. Seconded by Sari Watson. **Motion #102/19** carried.

Motion was made by Sari Watson to carry forward surplus 2019 revenue to a general reserve fund allocating the following donated funds:

\$2400 to be used towards the purchase of children's literature

\$300 to be used towards the purchase of adult books

\$900 to be used towards the cost of postage for the shipment of Interlibrary loan items.

Seconded by Miranda DeJong. **Motion #103/19** carried.

Motion was made by Miranda DeJong to transfer \$1200 donation made by the Rotary Club to the established Technology Reserve account. Seconded by Melissa Jolicoeur. **Motion #104/19** carried.

Motion was made by Miranda DeJong to establish an Art Gallery Reserve account and to transfer funds at year end from budget account #0-400525 to reserve account. Seconded by Sari Watson. **Motion #105/19** carried.

Motion was made by Sari Watson to amend the term of the Occupancy Agreement between the Stirling Library and the Stirling M.I.L.L. from 3 months to 1 year and to renew the said contract until December 30, 2020. Seconded by Melissa Jolicoeur. **Motion #106/19** carried.

The Board discussed making arrangements to complete the annual CEO evaluation. Melissa Jolicoeur and Miranda DeJong volunteered to do the evaluation on a mutually agreed upon date during the first week of January 2020.

12. Financial Statements

Motion was made by Miranda DeJong to receive and file the November 2019 Financial Statements of Revenues and Expenditures and to accept and pay the November 2019 vouchers. Seconded by Melissa Joli. **Motion #107/19** carried.

13. Date of next meeting – Tuesday January 21, 2020 at 6:00pm

Meeting was adjourned by Andrew Marre.