

Stormont, Dundas and Glengarry County Library Board

Regular Meeting Minutes

March 30, 2023, 5:00pm

Winchester Branch, 547 St. Lawrence Street, Winchester ON

Members Present: Margaret MacDonald, Chair; Tony Fraser, Vice-Chair; James Algire; François Landry; Jason Broad; Jo-Anne McCaslin; Lachlan McDonald

Members Absent: None.

Staff Present: Karen Franklin, Director of Library Services; Kate Jones Miner, District Supervisor, District 1; Chantal Nugent-Anderson, Library Services Assistant, Winchester Branch

1. **Call to Order** – Meeting called to order at 5:11pm

2. **Adoption of Agenda**

Moved by Jason Broad

Seconded by Jo-Anne McCaslin

That the Stormont, Dundas and Glengarry County Library Board approves the Meeting Agenda, as amended.

CARRIED

3. **Declaration of Pecuniary Interest** – None.

4. **Adoption of Minutes**

Library Board Regular Meeting Minutes – February 16, 2023

Moved by Lachlan McDonald

Seconded by François Landry

That the Stormont, Dundas and Glengarry County Library Board approves the Minutes of the February 16, 2023 regular Meeting, as written.

CARRIED

5. In Camera

Moved by Jason Broad

Seconded by Tony Fraser

That the Stormont, Dundas and Glengarry County Library Board proceed In Camera in order to address a matter pertaining to personal matters about an identifiable individual, including Library staff.

CARRIED

Moved by François Landry

Seconded by Tony Fraser

That the Library Board move from closed session without report.

CARRIED

6. Delegation

Peggy Malcolm, Consultant, Ontario Library Services, presented orientation information to the Board.

6. Consent Items

Moved by Tony Fraser

Seconded by Jason Broad

That the Stormont, Dundas and Glengarry County Library Board approves all items listed under the Consent Items section of the Agenda, as presented.

CARRIED

7. Action Items

a. Policy Review – Board Code of Conduct (Policy)

Moved by Jason Broad
Seconded by Jim Algire

That the Stormont, Dundas and Glengarry County Library Board reviews and approves the Board Code of Conduct (Policy), as amended.

CARRIED

8. Discussion Items

Discussion Items included:

- a. Ontario Library Service (OLS) – Board Assembly Representation
- b. Policy Development – Inclement Weather and Unscheduled Closure Policy
- c. Square – Online Payments

Moved by Tony Fraser
Seconded by Lachlan McDonald

That the Stormont, Dundas and Glengarry County Library Board approves the introduction and implementation of the “Square” credit/debit payment system at three branches and for outreach activities as soon as possible, with implementations at two additional branches in the Fall of 2023, and

That the Board budget for the equipment and any forecasted service fees to complete the implementation at the remaining ten branches in 2024.

CARRIED

- d. Finch Branch/MakerLab – Facility & Service Review

Moved by Tony Fraser
Seconded by François Landry

That the Stormont, Dundas and Glengarry County Library Board permanently designates one of its centrally-located branches as the MakerLab, to provide access to (creation-based) technologies, and to provide programming opportunities for all individuals in our community to develop Science, Technology, Engineering, Arts and Mathematics (STEAM) skills.

CARRIED

- e. Dalkeith Plus! Visit, February 25, 2023
- f. Morewood “Express Depot” – Update

Moved by Jason Broad

Seconded by Tony Fraser

That the Stormont, Dundas and Glengarry County Library Board approves the introduction of an “Express Depot” alternative service delivery point at Sea Shell Salon in Morewood, Ontario, and authorize the Director of Library Services to establish a Partnership Agreement with that business’s proprietor, Shelly Hutt, and

That a return bin (aka “Book Drop”) be installed in the parking lot of the Morewood Recreation Centre as part of this alternative service delivery, in partnership with the Township of North Dundas, and

That this alternative service be deemed as a “pilot project” until 2025 Budget negotiations take place.

CARRIED

- g. (Annual) Chair’s Dinner

10. Adjournment

Moved by Jo-Anne McCaslin

Seconded by François Landry

That the Regular Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again on Thursday, May 11, 2023 at 5:00pm at Alexandria Branch, or at the Call of the Chair.

CARRIED

Board Chair/Vice Chair

Secretary