

Stormont, Dundas and Glengarry County Library Board

Minutes

January 18, 2024, 5:00 p.m.

Lancaster Branch

195 S Road Military, Lancaster ON

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

Staff Present: Rebecca Luck, Director of Library Services; Cassie MacDonell, Communications and Marketing Coordinator; Rachel Lacey, Library Services Assistant – Lancaster Branch

1. **Call to Order** – Meeting was called to order at 5:04pm.

2. **Adoption of Agenda**

Moved by Jason Broad

Seconded by James Algire

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

CARRIED

2.1 Additions, Deletions or Amendments

Consent item, 6c: Statistical Summary (Full) – 2023 Year End, was put forward as a discussion item. The Board requested staff to include a visual representation of the Library's key statistics in the following quarterly update. The graph should illustrate a trend line of key statistical information (patrons, borrowers, programs, etc.), dating back to 2019.

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

4. **Adoption of Minutes**

4.1 Library Board Regular Meeting Minutes - November 23, 2023

Moved by Lachlan McDonald
Seconded by Jo-Anne McCaslin

That the Stormont, Dundas & Glengarry County Library Board approves the Minutes of the November 23, 2023 regular meeting, as written.

CARRIED

5. **Delegations** – LSA Rachel Lacey of the Lancaster branch spoke on behalf of the branch and its developments.

6. **Consent Items**

Moved by Tony Fraser
Seconded by François Landry

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

CARRIED

- 6.1 **Statistical Summary (Circulation) - November & December 2023**

- 6.2 **Statistical Summary (Quarterly) - September-December 2023**

- 6.3 **Statistical Summary (Full) - 2023 Year End**

- 6.4 **Financial Report - December 2023**

- 6.5 **Director of Library Services Report - December 2023**

7. **Action Items**

- 7.1 **2024 Regular Meeting Dates and Locations**

Moved by James Algire
Seconded by Lachlan McDonald

That the Stormont, Dundas, and Glengarry County Library Board approve the schedule of the 2024 Regular Meeting Dates and Locations, as amended.

CARRIED

- 7.2 **Communications and Marketing Plan – 2024**

The Board requested staff to reach out to local news organizations to further increase our community outreach initiatives.

Moved by Jo-Anne McCaslin
Seconded by Jason Broad

That the Stormont, Dundas, and Glengarry County Library Board approve the 2024 Communications and Marketing Plan, as presented.

CARRIED

8. Discussion Items

8.1 Library Board Self-Evaluation - Results

8.2 Food+ for Fines

8.3 Holiday Outreach

8.4 Library Lease Agreement - Working Group

8.5 Express Depot Update

The Board would be interested in participating in a ribbon cutting ceremony in the future to officially launch the Morewood Express Depot.

9. In Camera

10. Adjournment

Moved by Tony Fraser
Seconded by François Landry

That the Regular Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again at the Call of the Chair.

CARRIED

Board Chair/Vice Chair

Secretary