RAMARA PUBLIC LIBRARY BOARD MINUTES

Thursday, October 15 1:00 p.m., by ZOOM

Board members present: Jane Ste. Marie, Heidi Stanley, Dayle Rochon, Colleen McKee, Deputy Mayor Keith Bell

Library CEO: Elise Bethune

Regrets: Donna Hewitt, Karen Whitehorn, Councillor Joe Gough

Vision

A library that enriches everyday life today and for generations to come.

Mission

The Ramara Township Public Library expands possibilities, inspires curiosity, and creates pathways for learning, connection, and growth.

1. **Call to order**: *1:17 p.m,. Jane Ste. Marie, Chair*

2. **Consent agenda**: *none*

3. **Declaration of conflicts of interest:** *none*

4. **Approval of agenda:**

Motion #2026-64 Moved by Colleen McKee, seconded by Dayle Rochon that the October 15, 2026 agenda be accepted as presented. *Carried*

Entered at 1:19 p.m.

5. **In camera:**

Motion #2026-65 Moved by Heidi Stanley, seconded by Keith Bell, that the meeting be moved *in camera*. *Carried*

Motion #2026-66 Moved by Colleen McKee, seconded by Keith Bell that the June 18, 2026 in-camera minutes be accepted as presented. *Carried*

Motion #2026-67 Moved by Dayle Rochon, seconded by Colleen McKee that the September 17, 2026 in-camera minutes be accepted as presented. *Carried*

Motion #2026-68 Moved by Heidi Stanley, seconded by Dayle Rochon that the in camera session be ended. *Carried*.

Exited at 1:22 p.m.

6. **Minutes of preceding meeting**:

Motion #2026-69 Moved by Colleen McKee, seconded by Heidi Stanley, that the June 18, 2026 minutes be accepted. *Carried*.

Motion #2026-70 Moved by Heidi Stanley, seconded by Dayle Rochon, that the September 17, 2026 minutes be accepted. *Carried*.

7. Business arising from the minutes:

Appointment of Secretary of the Board*:* Elise Bethune, CEO, was delegated authority to be Board Secretary, non-voting, until the next Board term when a new Secretary is appointed.

Motion #2026-71 Moved by Colleen McKee, seconded by Keith Bell that Elise Bethune be delegated the authority of Board Secretary as a non-voting member. *Carried*.

Brechin Portable Approval: Elise Bethune, CEO, presented a Memo for the cost of the portable for Brechin to be submitted for consideration for the 2027 Budget. The format will be determined in collaboration with the Township CAO.

Motion #2026-72 Moved by Keith Bell, seconded by Dayle Rochon that the Brechin Portable budget request be submitted for consideration of Council. *Carried*.

Brechin Hours: The Board were presented with options for the Brechin hours to be extended while we wait to hear the results of the portable budget. *Deferred to next meeting.*

8. Correspondence:

Board Recruitment: The Board was informed that recruitment will begin early November until mid-December. The Board will be elected at the January 11, 2027 Council meeting with their first Board meeting in-person for orientation on January 21, 2027.
The Township Clerk has given us the ability to send a skills list to her for recruitment that they may consider when reviewing applicants. Finance, HR, planning, legal,
ACTION: Elise to email out skills list for email motion approval.

9. Chairperson's remarks: *Jane Ste. Marie*
Thanked Elise for supporting the Board during Adrinne's passing. We had challenges finding minutes from June, pivoting with Secretary.
Jane told about Adrienne's funeral and that Elise is representing the Board. The Board will be giving a gift card on behalf of the library.

10. Treasurer's report: *Elise Bethune for Gayle Jackson, attached*

Reviewed Treasurer report.

Motion #2026-73 Moved by Heidi, seconded by Colleen McKee, that the treasurer's report be accepted. *Carried*.

11. **CEO's report:** *Elise Bethune, attached*

Elise went through the report attached to the Board Package.

Motion #2026-74 Moved by Keith Bell seconded by Dayle Rochon that the Board accepts the CEO Report as information. *Carried*

12. Council report: *Keith Bell*

'Lame duck' right now, so not much to pass or move forward. Awaiting election results.

13. Committee reports: *Heidi Stanley*

CEO Performance Evaluation Committee: The committee has completed the performance evaluation template for the CEO to be utilized by the Board. The next step is to send out to the Appraisal to the Board and return to the Board Chair.

Motion #2026-75 Moved by Keith Bell seconded by Colleen McKee, that the Board approves the CEO Performance Evaluation tool. *Carried*

14. Advocacy reports: *Jane Ste. Marie*

Slow cooker went well for Jane Ste. Marie.

15. Other business:

Credit Card Policy*:*

Motion #2026-76 Moved by Keith Bell seconded by Colleen McKee, that the Board approves the FN-05 Credit Card Policy. *Carried*

25th Anniversary: Elise reminded the Board of the 25th Anniversary occurring on October 22, 2026 from 4 – 7 p.m. at the Ramara Centre. There was also a brief reminder about the volunteer and donor reception on Monday October 19, 2026, from 4-6pm at the Ramara Centre.

16. Friends of the Library report: *Heidi Stanley*

- Continues to put out blurbs in the Library's eBlasts to communicate what the Friends are doing.
- A new pamphlet for the Friends to advertise joining their group is now available for pickup in the Library or to view on our website.
- Friends will be attending the Craft Sale, Pumpkin Craft, Gingerbread craft and more.
- Friends purchased volunteer shirts to identify themselves.
- Friends are seeking ways to support the exterior facilities like gardens, gazebo, or other. Also wanting to support a new Brechin location.
- Heidi also said acknowledgement to the Friends from the Board would be helpful at the Volunteer Reception.

ACTION: Jane to include the Friends in her closing speech at the volunteer reception.

Motion #2026-77 Moved by Keith Bell seconded by Colleen McKee, that the Board accepts the Friends of the Library report as information only. *Carried*

17. Public comments: *none*

18. Date and location of next meeting: Board meeting, Thursday, November 19, 2026 at 1:00 p.m. via ZOOM.

19. Adjournment: 1:48 p.m.