

**Stormont, Dundas and Glengarry County Library Board**  
**Minutes**

**March 28, 2024, 5:00 p.m.**  
**Ingleside Branch**  
**32 Memorial Square, Ingleside 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; Jessica Lomberg, District 2 Supervisor

Other: Cheryl Boals, Friends of the Ingleside Library

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1. **Call to Order** – Meeting was called to order at 5:02pm.

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 presented.

**CARRIED**

2.1 **Additions, Deletions or Amendments**

Consent items 6e: Communications and Marketing Report and 6f: Director of Library Services report were put forward as discussion items.

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

4. **Adoption of Minutes**

4.1 **Library Board Regular Meeting Minutes - January 18, 2024**

**Moved by** Lachlan McDonald

**Seconded by** Jo-Anne McCaslin

That the Stormont, Dundas & Glengarry County Library Board approves the Minutes of the January 18, 2024 regular meeting, as written.

**CARRIED**

5. **Delegations** – the recruitment video, prepared by SDG Library’s Communications and Marketing Coordinator (Cassie MacDonell) was viewed by the Board members. District 2 Supervisor, Jessica Lomborg, 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) - January & February 2024**
- 6.2 **Financial Report - January & February 2024**
- 6.3 **Branch and Supervisors Reports - November, December 2023 & January, February 2024**
- 6.4 **Technical Services Report - November, December 2023 & January, February 2024**
- 6.5 **Communications and Marketing Report - November, December 2023 & January, February 2024**

It was requested that future reports include a list of newspaper organizations that SDG Library’s Communications and Marketing Coordinator contacts with regards to stories hoping to be featured.

- 6.6 **Director of Library Services Report - January & February 2024**

It was noted that there are many efforts being made by the Director of Library Services, at this time, that involve recruitment of staff.

- 6.7 **Correspondence**

7. **Action Items**

- 7.1 **Circulation Policy – Review**

**Moved by** James Algire  
**Seconded by** Lachlan McDonald

That the Stormont, Dundas, and Glengarry County Library Board approve the Circulation Policy, as presented.

**CARRIED**

## **7.2 Electrical Work - Ingleside and South Mountain Branches**

**Moved by** Jo-Anne McCaslin  
**Seconded by** Jason Broad

That the Stormont, Dundas, and Glengarry County Library Board approve the wire and installation of a new power/data pole at the Ingleside and South Mountain branches at a total cost of \$3,800 (exclusive of HST), and that this expense be funded from Library Reserves.

**CARRIED**

## **7.3 2024 Regular Meeting Dates and Locations**

**Moved by** Jason Broad  
**Seconded by** Jo-Anne McCaslin

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

**CARRIED**

## **8. Discussion Items**

### **8.1 Library Lease Agreement – DRAFT**

**Moved by** Tony Fraser  
**Seconded by** François Landry

That the Stormont, Dundas, and Glengarry County Library Board approve the SDG Library Lease Agreement, as presented, and authorize the Agreement to be forwarded to each local Municipality for approval.

**CARRIED**

### **8.2 2024 Library Outreach Events**

### **8.3 New Library Collections**

### **8.4 OLA Conference - Attendee Reports**

### **8.5 Friends of the Ingleside Library – Update**

Cheryl Boals, a member of the Friends of the Ingleside Library, provided the Board members with a summary of the Friends' group activity, including:

1. Attended Avonmore Volunteer Appreciation event in November 2023;
2. Participates in the Swedish Weaving group;
3. The Friend of the Ingleside Library is comprised of 5-6 members who meet once every other month;
4. The group will be organizing their annual June bookfair to sell books, with proceeds going towards the SDG Library;
5. The group strives to inform the public that the Library is not solely books and that the Library has much more to offer.

### **9. In Camera**

### **10. Adjournment**

**Moved by** James Algire

**Seconded by** Lachlan McDonald

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**

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Board Chair/Vice Chair

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Secretary