

Stormont, Dundas and Glengarry County Library Board

Minutes

October 24, 2024, 5:00 p.m.

Williamstown Branch

19641 County Road 19, Williamstown, ON

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

Staff Present: Rebecca Luck, Director of Library Services; Maria Steffen, Communications and Marketing Coordinator; Emily Andrews, Temporary District 3 Supervisor; Julie Charron-Pilon, Library Services Assistant (Williamstown Branch)

1. **Call to Order** – Meeting was called to order at 5:09 pm.

2. **Adoption of Agenda**

Moved by François Landry

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**

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

4. **Adoption of Minutes**

4.1 **Library Board Regular Meeting Minutes - September 5, 2024**

Moved by Tony Fraser

Seconded by Jason Broad

That the Stormont, Dundas & Glengarry County Library Board approves the Minutes of the September 5, 2024 regular meeting, as written.

CARRIED

5. Delegations

Julie Charron-Pilon, Library Services Assistant at the Williamstown branch, provided the Board with a quick overview of the branch.

6. Consent Items

Moved by Jo-Anne McCaslin

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) - August & September 2024

The Board noted the success of the newly launched Morewood Express depot. In the month of September alone, it received 35 requests for print and A/V materials.

6.2 Statistical Summary (Quarterly) - July - September 2024

The Board reviewed the third quarterly statistical summary and noted that there may be more opportunities for Senior Programs; Library staff to explore said opportunities. Furthermore, Library staff to explore means to increase the number of Library visitors through a targeted action plan.

6.3 Financial Report - August & September 2024

6.4 Director of Library Services Report - August & September 2024

6.5 Correspondence

7. Action Items

7.1 Friends of the Library Policy – Review

Library staff to review the Donations, Sponsorship and Fundraising Policy to ensure that the Library does not endorse lotteries as part of fundraising campaigns.

The Board noted that they have not yet met with the Williamsburg and Long Sault Friends of the Library groups. Meetings to be coordinated in 2025.

Moved by Lachlan McDonald

Seconded by François Landry

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

CARRIED

8. Discussion Items

8.1 Library Board Self-Evaluation

8.2 Outreach Services - Long-Term Care, Hospice and Retirement Facilities

8.3 2025 DRAFT Budget - Library Services

8.4 Library Board Newsletter

The creation of the newsletter was a request made by a Board member. As it currently stands, the newsletter has only been distributed to Board members as a way to summarize the events from a Board meeting.

The Board discussed how they envision the future of the Library Board newsletter, mainly:

- a) Be transparent and a means to share information on the activity of the Board equally across all Municipalities.
- b) Incorporate the information into a visually appealing template.
- c) Share the newsletter with Friends of the Library groups, local Municipalities, and include it on the Library's website.

9. In Camera

10. Adjournment

Moved by Tony Fraser

Seconded by Jo-Anne McCaslin

That the Regular Meeting of the Stormont, Dundas and Glengarry County Library Board be adjourned, to meet again on November 21, 2024 at Morrisburg Branch, or at the Call of the Chair.

CARRIED

Board Chair/Vice Chair

Secretary