

**BRUCE MINES AND PLUMMER ADDITIONAL UNION PUBLIC LIBRARY
REGULAR BOARD MEETING MINUTES**

Thursday January 13th, 2022 @ 9:00am

BMPA Library Board Room

BOARD MEMBERS PRESENT:

Anne Cranston
Lory Patteri- via zoom
Ruth Kelso- via zoom
Lee Ann Blondeau- via zoom

STAFF PRESENT:

Melissa Allard

1. CALL TO ORDER

A meeting of the Bruce Mines and Plummer Additional Union Public Library Board was called to order at 9:10 a.m. on January 13th, 2022 by Board Chair Lory Patteri.

2. APPROVAL OF THE AGENDA

2022/01- On motion by Lee Ann Blondeau and seconded by Ruth Kelso, it was resolved that the BMPA Board approves the agenda for the January 13th, 2022 meeting as presented.

CARRIED

3. DECLARATION OF ANY CONFLICTS OF INTEREST

n/a

4. APPROVAL OF MINUTES

2022/02- On motion by Ruth Kelso and seconded by Anne Cranston, it was resolved that the Board approves the minutes for the December 2021 meeting as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

n/a

6. TREASURER'S REPORT

2022/03- On motion by Ruth Kelso and seconded by Anne Cranston, it was resolved that the Board moved to approve the financials report for December, 2021.

CARRIED

7. LIBRARIAN'S REPORT

- CEO to send Board OLS- Excel certificate program for review- CEO and Board member to follow up for funding.
- Policy review- deferred to further review

8. OTHER BUSINESS

- The BMPA Library is following COVID-19 regulations closely and is prepared to plan accordingly. Operating at limited capacity or curb side if needed. Communicating through email to make last minute decisions on operating through the ever evolving developments. As of today, the library is operating through curb side. Contact tracing is in place. Upon re- opening, it is mandatory that all staff and patrons wear masks and are vaccinated. Contact tracing will remain in place along with proof of vaccination and screening questions will be asked upon entry, as well as hand sanitization stations being encouraged to be used.
- Post repairs- follow up with local contractors to confirm in spring 2022.

9. DATE OF NEXT MEETING AND ADJOURNMENT

2022/04- On motion by Lee Ann Blondeau and seconded by Ruth Kelso, it was resolved that the Board closes the meeting at 9:35 am to meet again at 9 am on February 10th, 2022.

CARRIED

**BRUCE MINES AND PLUMMER ADDITIONAL UNION PUBLIC LIBRARY
REGULAR BOARD MEETING MINUTES**

Thursday February 10th, 2022 @ 9:00am

BMPA Library Board Room

BOARD MEMBERS PRESENT:

Anne Cranston
Lory Patteri
Ruth Kelso
Beth West
Lee Ann Blondeau- via zoom

STAFF PRESENT:

Melissa Allard

1. CALL TO ORDER

A meeting of the Bruce Mines and Plummer Additional Union Public Library Board was called to order at 9:05 a.m. on February 10th, 2022 by Board Chair Lory Patteri.

2. APPROVAL OF THE AGENDA

2022/05- On motion by Ruth Kelso and seconded by Anne Cranston, it was resolved that the BMPA Board approves the agenda for the February 10th, 2022 meeting as presented.

CARRIED

3. DECLARATION OF ANY CONFLICTS OF INTEREST

n/a

4. APPROVAL OF MINUTES

2022/06- On motion by Ruth Kelso and seconded by Anne Cranston, it was resolved that the Board approves the minutes for the January 2022 meeting as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

n/a

6. TREASURER'S REPORT

2022/07- On motion by Beth West and seconded by Anne Cranston, it was resolved that the Board moved to approve the financials report for January, 2022.

CARRIED

7. LIBRARIAN'S REPORT

- CEO to follow up for summer student funding with Employment Solutions.
- CEO to follow up to inquire about Library excel certificate training through Fred Pryer online. Look into UDEMY online also.
- CEO to prepare letterhead to distribute to Board members for police check to volunteer.
- CEO to forward Board members draft budget for 2022.
- Policy review- deferred to further review

8. OTHER BUSINESS

- Meeting room use allowed, following COVID- 19 guidelines. Sign in sheet will be provided to groups for use.
- Post repairs- follow up with local contractors to confirm in spring 2022.

9. DATE OF NEXT MEETING AND ADJOURNMENT

2022/08- On motion by Beth West and seconded by Ruth Kelso, it was resolved that the Board closes the meeting at 9:40 am to meet again at 9 am on March 10th, 2022.

CARRIED

**BRUCE MINES AND PLUMMER ADDITIONAL UNION PUBLIC LIBRARY
REGULAR BOARD MEETING MINUTES**

Thursday March 10th, 2022 @ 9:00am

BMPA Library Board Room

BOARD MEMBERS PRESENT:

Anne Cranston
Lory Patteri
Ruth Kelso
Beth West
Lee Ann Blondeau

STAFF PRESENT:

Melissa Allard

1. CALL TO ORDER

A meeting of the Bruce Mines and Plummer Additional Union Public Library Board was called to order at 9:05 am on March 10th, 2022 by Board Chair Lory Patteri.

2. APPROVAL OF THE AGENDA

2022/09- On motion by Ruth Kelso and seconded by Beth West, it was resolved that the BMPA Board approves the agenda for the March 10th, 2022 meeting as presented.

CARRIED

3. DECLARATION OF ANY CONFLICTS OF INTEREST

n/a

4. APPROVAL OF MINUTES

2022/10- On motion by Lee Ann Blondeau and seconded by Ruth Kelso, it was resolved that the Board approves the minutes for the February 2022 meeting as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

n/a

6. TREASURER'S REPORT

2022/11- On motion by Beth West and seconded by Lee Ann Blondeau, it was resolved that the Board moved to approve the financials report for February, 2022.

CARRIED

7. LIBRARIAN'S REPORT

- CEO to start advertising for Summer Student.
- CEO to start Library Excel Certificate program.

2022/12- On motion by Beth West and seconded by Anne Cranston, it was resolved that the Board approves the CEO completing the Library Excel Certificate program over the next 3- year period and that the library budget covers the cost.

CARRIED

- The library is adhering to COVID- 19 guidelines. Lifted capacity limits.
- CEO to send to Board program ideas to email to Board and discuss at next meeting.

8. OTHER BUSINESS

- Post repairs- follow up with local contractors to confirm in spring 2022.

9. DATE OF NEXT MEETING AND ADJOURNMENT

2022/13- On motion by Anne Cranston and seconded by Beth West, it was resolved that the Board closes the meeting at 10:08 am to meet again at 9 am on April 14th, 2022.

CARRIED

**BRUCE MINES AND PLUMMER ADDITIONAL UNION PUBLIC LIBRARY
REGULAR BOARD MEETING MINUTES**

Friday April 22nd, 2022 @ 9:00am

BMPA Library Board Room

BOARD MEMBERS PRESENT:

Anne Cranston
Lory Patteri
Beth West

STAFF PRESENT:

Melissa Allard

BOARD MEMBERS ABSENT:

Ruth Kelso
Lee Ann Blondeau

1. CALL TO ORDER

A meeting of the Bruce Mines and Plummer Additional Union Public Library Board was called to order at 9:02 am on April 22nd, 2022 by Board Chair Lory Patteri.

2. APPROVAL OF THE AGENDA

2022/16- On motion by Beth West and seconded by Anne Cranston, it was resolved that the BMPA Board approves the agenda for the April 22nd, 2022 meeting as presented.

CARRIED

3. DECLARATION OF ANY CONFLICTS OF INTEREST

n/a

4. APPROVAL OF MINUTES

2022/17- On motion by Anne Cranston and seconded by Beth West, it was resolved that the Board approves the minutes for the March 2022 meeting as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

n/a

6. TREASURER'S REPORT

2022/18- On motion by Beth West and seconded by Anne Cranston, it was resolved that the Board moved to approve the financials report for March, 2022.

CARRIED

7. LIBRARIAN'S REPORT

- CEO to start advertising for Summer Student. Contact Sentinel. So far 1 applicant.
- CEO to approach CAES regarding after school peer tutoring program.
- Follow up on Trillium Foundation Grant- when is notification of accept/ decline.
- Contact Jen Grexton, sign inquiry, change hours:

2022/19- On motion by Anne Cranston and seconded by Beth West, it was resolved that the Board approves the library re- opening to 35 hours per week, effective May 3rd, 2022 with a shift to 10am- 5:30pm, Tuesday through Friday and the CEO returns to a max of 48 hours/ 2 weeks.

CARRIED

- CEO to reach out to Johnson Township, Township of Plummer and Town of Bruce Mines to update their information on Library hours. Pamphlet to hand out to municipalities in mail. (attached)

8. OTHER BUSINESS

- Post repairs- follow up with local contractors to confirm in spring 2022.

9. DATE OF NEXT MEETING AND ADJOURNMENT

2022/20- On motion by Beth West and seconded by Anne Cranston, it was resolved that the Board closes the meeting at 10:46 am to meet again at 9 am on May 12th, 2022.

CARRIED

**BRUCE MINES AND PLUMMER ADDITIONAL UNION PUBLIC LIBRARY
REGULAR BOARD MEETING MINUTES**

Thursday, May 12th, 2022 @ 9:00am

BMPA Library Board Room

BOARD MEMBERS PRESENT:

Anne Cranston
Lory Patteri
Beth West

STAFF PRESENT:

Melissa Allard

BOARD MEMBERS ABSENT:

Ruth Kelso
Lee Ann Blondeau

1. CALL TO ORDER

A meeting of the Bruce Mines and Plummer Additional Union Public Library Board was called to order at 9:00 am on May 12th, 2022 by Board Chair Lory Patteri.

2. APPROVAL OF THE AGENDA

2022/21- On motion by Beth West and seconded by Anne Cranston, it was resolved that the BMPA Board approves the agenda for the May 12th, 2022 meeting as presented.

CARRIED

3. DECLARATION OF ANY CONFLICTS OF INTEREST

n/a

4. APPROVAL OF MINUTES

2022/22- On motion by Anne Cranston and seconded by Beth West, it was resolved that the Board approves the minutes for the April 2022 meeting as presented.

CARRIED

2022/26- On motion by Anne Cranston and seconded by Beth West, it was resolved that the Board returns to open session at 10:15 am.

CARRIED

2022/27- On motion by Beth West and seconded by Anne Cranston, it was resolved that the Board approves wage increase for CEO as discussed starting next full pay period.

CARRIED

10. DATE OF NEXT MEETING AND ADJOURNMENT

2022/28- On motion by Beth West and seconded by Anne Cranston, it was resolved that the Board closes the meeting at 10:18 am to meet again at 9 am on June 9th, 2022.

CARRIED

**BRUCE MINES AND PLUMMER ADDITIONAL UNION PUBLIC LIBRARY
REGULAR BOARD MEETING MINUTES**

Thursday June 9th, 2022 @ 9:00am

BMPA Library Board Room

BOARD MEMBERS PRESENT:

Anne Cranston
Beth West
Lory Patteri
Ruth Kelso

STAFF PRESENT:

Melissa Allard

BOARD MEMBERS ABSENT:

Lee Ann Blondeau- with regrets

1. CALL TO ORDER

A meeting of the Bruce Mines and Plummer Additional Union Public Library Board was called to order at 9 a.m. on June 9th, 2022 by Board Chair Lory Patteri.

2. APPROVAL OF THE AGENDA

2022/30- On motion by Ruth Kelso and seconded by Anne Cranston, it was resolved that the BMPA Board approves the agenda for the June 9th, 2022.

CARRIED

3. DECLARATION OF ANY CONFLICTS OF INTEREST

n/a

4. APPROVAL OF MINUTES

2022/31- On motion by Beth West and seconded by Anne Cranston, it was resolved that the Board approves the minutes for the May 2022 meeting as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

n/a

6. TREASURER'S REPORT

2022/32- On motion by Beth West and seconded by Ruth Kelso, it was resolved that the Board accepts the 2021 Audit as presented.

CARRIED

2022/33- On motion by Ruth Kelso and seconded by Beth West, it was resolved that the Board approves balancing the 2022 budget by transferring deficit from operating account and rounding off both municipalities to \$22,000.00 each.

CARRIED

2022/34- On Motion by Anne Cranston and seconded by Ruth Kelso, it was resolved that the Board forwards the recommended 2022 Library levy of \$22,000.00 approval to both municipalities.

CARRIED

2022/35- On motion by Anne Cranston and seconded by Beth West, it was resolved that the Board approves the financial report for: May, 2022.

CARRIED

7. LIBRARIAN'S REPORT

- Casual clerk position filled.
- Kids paint party fundraiser- registration is full. (\$10 per kid) - Book/yard sale at library June 11th.

8. OTHER BUSINESS

- Business sign update complete. Now advertising new hours.

9. DATE OF NEXT MEETING AND ADJOURNMENT

2022/36- On motion by Beth West and seconded by Ruth Kelso, it was resolved that the Board closes the meeting at 9:40am to meet again at 9am on Sept. 8th, 2022.

CARRIED

**BRUCE MINES AND PLUMMER ADDITIONAL UNION PUBLIC LIBRARY
REGULAR BOARD MEETING MINUTES**

Thursday September 8th, 2022 @ 9:00am

BMPA Library Board Room

BOARD MEMBERS PRESENT:

Anne Cranston
Lory Patteri
Beth West
Lee Ann Blondeau- via zoom

STAFF PRESENT:

Melissa Allard

BOARD MEMBERS ABSENT:

Ruth Kelso- with regrets

1. CALL TO ORDER

A meeting of the Bruce Mines and Plummer Additional Union Public Library Board was called to order at 9 a.m. on Sept. 8th, 2022 by Board Chair Lory Patteri.

2. APPROVAL OF THE AGENDA

2022/37- On motion by Anne Cranston and seconded by Beth West, it was resolved that the BMPA Board approves the agenda for the September 8th, 2022.

CARRIED

3. DECLARATION OF ANY CONFLICTS OF INTEREST

n/a

4. APPROVAL OF MINUTES

2022/38- On motion by Beth West and seconded by Anne Cranston, it was resolved that the Board approves the minutes for the June 2022 meeting as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

n/a

6. TREASURER'S REPORT

2022/39- On motion by Anne Cranston and seconded by Beth West, it was resolved that the Board approves the financial report for: June/ July, 2022.

CARRIED

7. LIBRARIAN'S REPORT

- Our stats have increased for new patrons and book check outs.
- We are proceeding with new fun events, plans for more paint nite fundraising.
- Early ON partnership. The library is the new site for Early ON playgroups, every Friday from 10:30- 12:30pm.

8. OTHER BUSINESS

- Advertise for local artists and artisans for display of artwork in the library.
- CEO to follow- up on Ontario Trillium Foundation Capital grant submission.
- Determine new photocopier need, CEO to follow- up with township

9. DATE OF NEXT MEETING AND ADJOURNMENT

2022/40- On motion by Anne Cranston and seconded by Beth West, it was resolved that the Board closes the meeting at 9:48am to meet again at 9am on October 13th, 2022.

CARRIED

**BRUCE MINES AND PLUMMER ADDITIONAL UNION PUBLIC LIBRARY
REGULAR BOARD MEETING MINUTES**

Thursday November 10th, 2022 @ 9:00am

BMPA Library Board Room

BOARD MEMBERS PRESENT:

Anne Cranston
Ruth Kelso
Beth West
Lee Ann Blondeau

STAFF PRESENT:

Melissa Allard

BOARD MEMBERS ABSENT:

Lory Patteri- with regrets

1. CALL TO ORDER

A meeting of the Bruce Mines and Plummer Additional Union Public Library Board was called to order at 9:02 am, Nov. 10th, 2022 by Vice Board Chair Beth West.

2. APPROVAL OF THE AGENDA

2022/41- On motion by Anne Cranston and seconded by Ruth Kelso, it was resolved that the BMPA Board approves the agenda for November 10th, 2022.

CARRIED

3. DECLARATION OF ANY CONFLICTS OF INTEREST

n/a

4. APPROVAL OF MINUTES

2022/42- On motion by Anne Cranston and seconded by Beth West, it was resolved that the Board approves the minutes for the September 2022 meeting as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES

n/a

**BRUCE MINES AND PLUMMER ADDITIONAL UNION PUBLIC LIBRARY
REGULAR BOARD MEETING MINUTES**

Thursday December 8th, 2022 @ 9:00am

BMPA Library Board Room

BOARD MEMBERS PRESENT:

Anne Cranston
Lory Patteri
Beth West

STAFF PRESENT:

Melissa Allard

BOARD MEMBERS ABSENT:

Ruth Kelso- with regrets
Lee Ann Blondeau- with regrets

1. CALL TO ORDER:

A meeting of the Bruce Mines and Plummer Additional Union Public Library Board was called to order at 9am, December 8th, 2022 by Board Chair Lory Patteri.

2. APPROVAL OF THE AGENDA:

2022/46- On motion by Beth West and seconded by Anne Cranston, it was resolved that the BMPA Board approves the agenda for December 8th, 2022.

CARRIED

3. DECLARATION OF ANY CONFLICTS OF INTEREST:

n/a

4. APPROVAL OF MINUTES:

2022/47- On motion by Anne Cranston and seconded by Beth West, it was resolved that the Board approves the minutes for the November 10th, 2022 meeting as presented.

CARRIED

5. BUSINESS ARISING FROM THE MINUTES:

n/a

6. TREASURER'S REPORT:

2022/48- On motion by Beth West and seconded by Anne Cranston, it was resolved that the Board approves the financial report for: November 2022.

CARRIED

7. LIBRARIAN'S REPORT:

- Silent auction raised \$629.00

8. OTHER BUSINESS:

- Kids Klub- \$10/ kid. December 21st, 22nd, 23rd.

9. DATE OF NEXT MEETING AND ADJOURNMENT:

2022/49- On motion by Anne Cranston and seconded by Beth West, it is resolved that the Board closes the meeting at 9:40am, to meet again at 9am, on January 12th, 2023.

CARRIED