Clearview Public Library Board Meeting

MINUTES

A MEETING OF THE CLEARVIEW PUBLIC LIBRARY BOARD WAS HELD TUESDAY, MARCH 18, 2025 AT 4PM AT THE STAYNER BRANCH

Members Present: B. Broderick, J. Broderick, C. Cook, L. LaFleshe, D. Measures, J. Ross, R. Walker

Staff Present: J. La Chapelle CEO, M. McKenzie Deputy CEO

1. Land Acknowledgement

The Chair read the Land Acknowledgement.

2. Approval of Agenda

Resolution:
Moved by J. Broderick
Seconded by R. Walker
THAT THE Clearview Public Library Board approve the agenda dated Tuesday, March 18, 2025 as amended.

Carried.

3. Deputations and Presentations

None.

4. Approval of Minutes of the Previous Meeting

Resolution:
Moved by L. LaFleshe
Seconded by J. Ross
THAT THE Minutes of the Clearview Public Library Board held on Tuesday, January 22, 2025 be approved as circulated.

Carried.

5. Clearview Public Library Reports

5.1 Business Arising Report, Tuesday, March 18, 2025

The Business Arising Report dated Tuesday, March 18 22, 2025 was received for information.

Discussion took place with regards to the Creemore Branch Addition. The CEO has spoken to Councillor Beelen regarding the Board's request for input from the Township's Climate Action Advisory Committee and they will be happy to advise the Board about elements in the addition that will support the Township's climate action goals. As Township Senior Management have recommended that the project begin with site plan approval, the CEO will meet with the Director of Planning and Director of Public Works. At this time, since the project has been approved through the budget process, there is no need for the Board to make a motion approving the project. The CEO will keep the Board apprised of developments as the project progresses.

5.2 CEO's Report, Tuesday, January 22, 2025, 2024
The CEO's Report dated Tuesday, January 22, 2025 was received for information.

R. Walker inquired whether Service Ontario had responded to the CEO's advisory email regarding a potential partnership. The CEO responded that she had received a short email acknowledging receipt of the advisory email and thanking the Board for considering the potential partnership.

The CEO advised that she has applied for Canada Summer Jobs students and that a response should come in May. In light of her performance review meeting with the Board Chair on March 14th, the CEO advised that subsequent Board Meeting Agendas will include a report from the Deputy CEO on the Library's community events and outreach programs. As well, the Library Assistant for Technical Services has tendered her retirement notice. The new hire will be delegated with responsibility for some of the collection development selections. The CEO also advised that the County of Simcoe IT Department is working with the Springwater Township Public Library to create a new website, and that once the website has been approved, the County will open up use of the template at no cost, to other members of the Simcoe County Digital Library Service, which includes Clearview Public Library.

The Deputy CEO reviewed some of the community events and outreach programs that are coming up in the next few weeks and months.

5.3 Statistical Report – January 2025
The Statistical Report for January 2025 was received for information.

5.4 Statistical Report – February 2025
The Statistical Report for February 2025 was received for information.

5.5 Draft Communications – Consistent Messaging Policy

Resolution:
Moved by L. LaFleshe
Seconded by B. Broderick
THAT THE Consistent Messaging Policy be approved as amended.

Carried.

The CEO will advise the Township of Clearview CAO of the Board's approval of this policy as it may affect the workload of the Township Communications & Marketing Coordinator.

6. Correspondence

None.

7. Financial Reports

7.1 Clearview Public Library Bank Account Report – January 2025
The Clearview Public Library Bank Account Report for January 2025 was received for information.

7.2 Clearview Public Library Bank Account Report – February 2025
The Clearview Public Library Bank Account Report for February 2025 was received for information.

8. New Business

8.1 The Creemore Branch Addition Committee report was dealt with under 5.2, the CEO's Report.

8.2 J. Broderick presented the cheque for $200.00 from LAS (Local Authority Services) he had won at the ROMA Conference, to the CEO.

9. Next Meeting – Tuesday, April 15, 2025 at 4:00pm at the Stayner Branch.

10. Adjournment

Resolution:
Moved by J. Broderick
Seconded by C. Cook
THAT THE Meeting be adjourned.

Carried.