



Clearview Public Library Board Meeting

MINUTES

A MEETING OF THE CLEARVIEW PUBLIC LIBRARY BOARD WAS HELD TUESDAY, JUNE 17, 2025 AT 4PM AT THE STAYNER BRANCH

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

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 C. Cook

THAT THE Clearview Public Library Board approve the agenda dated Tuesday, June 17, 2025.

Carried.

3. Deputations and Presentations

None.

4. Approval of Minutes of the Previous Meeting

Resolution:

Moved by J. Ross

Seconded by J. Broderick

THAT THE Minutes of the Clearview Public Library Board held on Tuesday, May 20, 2025 be approved as circulated.

Carried.

5. Clearview Public Library Reports

5.1 Business Arising Report, Tuesday, June 17, 2025

The Business Arising Report dated Tuesday, May 20, 2025, was received for information.

The CEO recommended that the Board review policies through a Policy Review Committee. The following Board members volunteered to serve on the Committee, B. Broderick, L. LaFleshe and J. Ross.

Discussion took place with regards to fundraising and donations for the Creemore Branch Addition and whether a new bank account was required for this purpose. D. Measures noted that the Library already has a bank account for fundraising and donations. The CEO advised that this account is split into 4 categories, one for each branch and one for fundraising and donations intended for the use of the Library as a whole. She also advised that CRA regulations require donations to be used for the purpose indicated in the donation, if any. J. Ross inquired whether the Library has information on donating available at the community events it attends. L. LaFleshe recommended that QR codes be created and taken to community events so that members of the public can donate directly to the Library's bank account. J. Ross recommended that one be created specifically for the Creemore Branch Addition, and another for donations to the Library as a whole. D. Measures advised that the Township of Clearview IT Coordinator could assist with setting this up.

The CEO advised that the Circulation Clerk position has been filled by S. Murdoch. She will start on July 8th.

5.2 CEO's Report, Tuesday, June 17, 2025

The CEO's Report dated Tuesday, June 17, 2025, was received for information.

D. Measures asked whether local author Charlie McNabb's works were held by the Library, adding that it is important that the Library provide access to the works of local authors. The CEO committed to adding any titles not already owned to the collection.

The CEO advised that the Canada Summer Jobs grant application requires applicants to use job titles from Canada Job Bank, hence the use of Children's Services Librarian, in Clearview Public Library's applications. L. LaFleshe advised that Barrie Public Library uses Children's Program Assistant. The CEO will ensure that this more appropriate term is used in future applications.

The CEO requested that the Board create a Budget Committee. D. Measures noted that the Committee should ensure that the budget adheres to the Board's strategic plan initiatives and reminded Board members that the Library Board's strategic plan goals are tied to the Township's strategic plan initiatives. B. Broderick and C. Cook volunteered to serve on the Committee and it was recommended that R. Walker be requested to join the Committee. It will meet in late August.

The CEO requested that the Board hold a special meeting in July to approve revised job descriptions for Library positions. The Township is conducting a pay equity

review, which will include Library positions, and the Director of Human Resources has requested that departments and the Library provide her with up to date job descriptions for this process. The Board members agreed to a date of Wednesday, July 2nd. The CEO will circulate the Agenda Package prior to the meeting.

A survey is available both online and in-branch regarding additional open hours for the Library. The Board agreed with the CEO's recommendation that focus groups not be utilized to determine whether there is a need for additional open hours. This form of information gathering is more appropriate for broader initiatives such as a strategic plan, and the report for the Board is scheduled to be brought forward in September, not allowing sufficient time to hold and analyze the data collected from focus groups given staff vacations and other commitments.

5.3 Statistical Report – May 2025

The Statistical Report for May 2025 was received for information.

5.4 Community Events Report, June 17, 2025

The Deputy CEO's Community Events Report dated Tuesday, June 17, 2025, was received for information. M. McKenzie noted that the annual Gathering of the Classics will take place on August 9th.

5.5 Clearview Public Library Board Policies

The revised Clearview Public Library Board Policies were received for information.

6. Correspondence

6.1 Email from the Township of Clearview Climate Advisory Committee

An email from the Township of Clearview Climate Advisory Committee providing suggestions for environmental initiatives to be considered when developing space requirements for the Creemore Branch Addition, was received for information and will be provided to the Creemore Branch Addition Committee.

7. Financial Reports

7.1 Clearview Public Library Bank Account Report – May 2025 (On Desk)

The Clearview Public Library Bank Account Report for May 2025 was received for information.

8. New Business

L. LaFleshe attended the Ontario Library Service Board Assembly meeting recently. Items discussed included fundraising (one library accepted donations of gold jewellery with an appraiser on site), and audits. She noted that some libraries do their own fundraising while others have a Friends of

the Library group. Many of the libraries had their audits performed as part of the municipality's audit, but others have their library accounts audited separately. Audit costs are increasing. The CEO advised that the Township of Clearview no longer requires the Library to pay for its audit.

9. Next Meeting – Wednesday, July 2nd, 2025, at 4:00pm at the Stayner Branch. The next regularly scheduled meeting will be held on Tuesday, September 16th, 2025, at 4:00pm at the Stayner Branch.

10. Adjournment

Resolution:

Moved by J. Ross

Seconded by C. Cook

THAT THE Meeting be adjourned.

Carried.