

**Minutes of the Grey Highlands Public Library Board Virtual Meeting (Zoom)**  
**On**  
**Wednesday June 22, 2022, at 7:00 p.m.**

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**Present:** Chair – Kevin Land, Lynn Silverton, Stewart Halliday, Janet Carson, Catherine Plener, Councillor Dane Nielsen, Nicole Martin, Danielle Valiquette

**Regrets:** Nicole Martin joined meeting at 7:45 p.m.

**Staff:** CEO-Jennifer Murley, Library Assistant – Becky Hill

**Guest:** Mayor Paul McQueen, Human Resources Manager Debbie Yip

**1.0 Call to order:** Board Chair Land passed chair to Co-Chair Silverton who called the meeting to order at 7:05pm.

**2.0 Approval of the Agenda:**

**Motion #48-22**

**Moved by: Dane Nielsen**

**Seconded by: Kevin Land**

**The Board approves the agenda as presented.  
Carried.**

**3.0 Declaration of pecuniary of conflict of interest: None**

**4.0 Approval of May 25, 2022, Library Board Meeting Minutes:**

**Motion #49-22**

**Moved by: Kevin Land**

**Seconded by: Catherine Plener**

**The minutes of the May 25, 2022, Library Board meeting minutes be approved with amendments to June meeting date. Carried.**

**5.0 Business Arising:**

**5.1 Ontario Culture Days:** CEO Murley reported new staff will be spearheading the Ontario Culture Day events, pending confirmation from speakers and performers.

**5.2 Staffing Updates:** CEO Murley reported the Digital Services Branch Manager, and the Library Assistant, Program Support positions have been filled. The job offer for the Library's Summer Program Leader going out this week. Young Canada Works grant was awarded, but CEO Murley is considering not accepting these funds as it is so late getting notice about approval, hiring difficulties, and inability to manage so many new staff.

**5.3 Report to Council (Cultural Channel and DC Reserves) Update:** CEO Murley deferred this matter to a later date when Cultural Channel staff are hired and comfortable in their new roles.

**5.4 Grant Updates:** CEO reported Young Canada Works in 5.2.

- 5.5 Service Awards:** Chair Land reported that in absence of MOU with municipality, the Library should take responsibility of managing staff service awards, until an MOU is established.

**Motion #50-22**

**Moved by: Kevin Land  
Seconded by: Stewart Halliday  
The Board Chair requests that the Board  
takes on the role of managing the service  
awards for Library employees. Carried.**

- 5.6 Reserves:** Chair Land reported that other libraries manage their own reserves and requested that the Library Board remove the reserves from the Municipality and invest them into GICS. This is a temporary resolution until the MOU is approved. CEO expressed concern about this short-term decision without consultation from Municipal staff, in addition to the added responsibility of managing the reserves. Chair Land mentioned that the Finance Committee can help with this. Councillor Nielsen requested this matter be deferred.

**Motion #51-22**

**Moved by: Kevin Land  
Seconded by: Janet Carson  
The Board Chair moves that the CEO manage  
the Library reserves and move 90% of reserves  
into 3 separate GICS, and the remaining 10%  
remain in the bank account. This eliminates  
waiting after minutes are approved for the  
Library to access its money. Carried.**

**Motion #52-22**

**Moved by: Dane Nielsen  
Seconded by: Nicole Martin  
This matter be deferred to a meeting in July,  
date pending on availability of Director of  
Finance/Treasurer and Peggy Malcolm from  
SOLS. Instruct CEO to meet with Peggy  
Malcolm from SOLS. Carried.**

- 5.7 Payroll:** Chair Land would like to defer this until September pending MOU approval.

**Motion #53-22**

**Moved by: Kevin Land  
Seconded by: Stewart Halliday  
Item 5.7 be deferred until September meeting.  
Carried.**

- 6.0 Correspondence: None**

- 7.0 CEO Report:** CEO Murley highlighted many of the successful events that the Library hosted this past month.

- 7.1 May Financial Statement:**

**Motion #54-22**

**Moved by: Kevin Land**

**Seconded by: Stewart Halliday**

**The Board receives the CEO Report and the May Financial Statement. Carried.**

**8.0 Committee Reports**

- 8.1 Finance Committee- Pavilion Update:** CEO Murley reported that the drawings for the Markdale pavilion needed to be amended and re-submitted for approval. Waiting for the building permit for Markdale, Flesherton has been approved.
- 8.2 Personnel and Policy Committee: Employee Handbook Update:** Chair Land requested a summary of additions and deletions.

**9.0 Other Business**

**9.1 Board Member Comments and Announcements:**

- 9.1.1** Councillor Nielsen requested that a play that was performed and recorded recently be added to the Cultural Channel.
- 9.1.2** Co-Chair Silverton requests information and a follow up from Councillors and Mayor on status of MOU.
- 9.1.3** Stewart Halliday asked how public can attend Board meetings. CEO Murley confirmed that the process is detailed on the website. Participants can email [contact@greyhighlandspubliclibrary.com](mailto:contact@greyhighlandspubliclibrary.com) or the Board Chair directly to delegate or receive a link to watch the meeting.

**10.2. Approval of Library Policies:**

**Motion #55-22**

**Moved by: Stewart Halliday**

**Seconded by: Danielle Valiquette**

**The Board approves the updated Violence, Harassment and Discrimination Policy as presented. Carried.**

**11. Date of Next Meeting:** July 27, 2022, or at the call of the Chair.

**12. Adjournment**


**Motion #56-22**

**Moved by: Janet Carson**

**Seconded by: Dane Nielson**

**The meeting adjourned at 9:10 p.m. Carried.**

**Next Board Meeting:** via Zoom

  
\_\_\_\_\_  
Signature, Chair

Aug 3/2022  
Date

  
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Signature, CEO

Aug 3/2022  
Date