

**FRONT OF YONGE TOWNSHIP LIBRARY BOARD**

**Meeting Minutes: February 28, 2022**

**Present:** Lisa Marston, Bob Morrison, Annette Kaldeway, Bonnie Monteith, Gail Williams, Stephanie Rees

**Regrets:** Jane McAllister, Sue Barnes

**1.0 Call to order at 6:35pm**

Meeting called to order by Annette Kaldeway (Chair).

**2.0 Agenda**

Review Library Board By-Laws 01 Organization and 02 Composition added to agenda. Motion 01-02-22 to accept the agenda as amended. Moved by Gail Williams and seconded by Bonnie Monteith. Carried.

**3.0 Minutes**

Correction to the date at the top of the November 2021 minutes. Motion 02-02-22 to accept the minutes of November 29th, 2021 as amended. Moved by Bob Morrison and seconded by Stephanie Rees. Carried.

**4.0 Election of Officers**

Chair – Annette Kaldeway nominated and accepted

Vice Chair – Bob Morrison nominated and accepted

Treasurer – Gail nominated and accepted

Secretary – Stephanie nominated and accepted

**5.0 Signing of Code of Conduct**

Board members reviewed and signed the code of conduct. Jane and Sue to review and sign at the next meeting.

**6.0 Business Arising**

*6.1 Review Policies*

Policy review of Library Board By-Laws 01 Organization and 02 Composition deferred to next board meeting. Library Board By-Law 03 Duties and Responsibilities due to be reviewed as well.

**7.0 Correspondence**

None

**8.0 Treasurer's Report**

*8.1 Treasurer's Report*

No changes. Motion 03-02-22 to accept the Treasurer's Report as circulated. Moved by Stephanie Rees and seconded by Bob Morrison. Carried.

*8.2 Donation to Library*

Donation received from local resident Jack Brown's estate. Initial discussion on ideas for the donated funds. Suggestion made to purchase an accessible desk for one of the library computers. Discussion to be continued at the next meeting. A thank-you letter will be prepared for the donor's family.

## **9.0 New Business**

None

## **10.0 CEO Report**

### **10.1 Book Return**

Lisa has ordered decals and the new book return is ready to be installed once they are applied.

### **10.2 Holidays**

There are no stat holidays that effect the library hours this year. December 24<sup>th</sup> and 31<sup>st</sup> are on Saturdays. Library hours will be shortened (closed in the evenings) between Christmas and New Years as this was well received last year.

### **10.3 Vaccine Certificates**

Printing and laminating vaccine certificates has gone well and the service has been very well received by the community.

Motion 04-02-22 to accept the CEO report as circulated. Moved by Stephanie Rees and seconded by Gail Williams. Carried.

## **11.0 Adjournment**

Motion 05-02-22 to adjourn the meeting. Moved by Bonnie Monteith and seconded by Stephanie Rees. Carried.

## **12.0 Next Meeting**

The next meeting is scheduled for March 28th, 2022 at 6:30pm.

-SR 28-FEB-22