



C. Robinson noted that minutes were circulated promptly following the March meeting and emphasized the importance of addressing any omissions or corrections as soon as possible to allow for timely revisions, if necessary.

L. Boucher noted that sending draft minutes out in advance was important to ensure that all members of the Board could be made aware of any proposed changes.

B. Hutchinson noted that the review of GOV-02 is necessary, as the current policy does not provide enough direction on expectations for minutes along with other key items for update. The Board can determine the appropriate level of minute detail they wish to include moving forward based on recommendations from the policy committee using best practice OLS supported conventions

**Motion BM-2025-04-04 to send GOV-02 Board Meetings: to the policy committee to review and update including aspects such as procedure, the agenda, recording of minutes, including use of AI technology and level of detail.**

**Moved by: D. Smith                      Seconded by: C. Robinson                      CARRIED**

**Motion BM-2025-04-05 Motion to accept the minutes as provided for March 25, 2025, meeting**

**Moved by: L Boucher                      Seconded: A. King**

**Motion BM-2025-04-05A to defer the approval March 25 Minutes to the May 2025 March minutes, pursuant to review of items to be provided in writing by. D. Smith.**

**Move by: A. King                      Seconded: L. Boucher                      CARRIED**

6. Closed Session

**Motion BM-2025-04-06 to move into closed session at 1:34pm due to personal matters about an identifiable individual.**

**Moved by: C. Robinson                      Seconded by: D. Smith                      CARRIED**

**Motion BM-2025-04-07 to rise from closed session at 1:48pm.**

**Moved by: C. Robinson                      Seconded by: L. Boucher                      CARRIED**

7. Board Professional Development/Education - Board Roles & Responsibilities & GOV-04: Power & Duties of the Board

B. Hutchinson reviewed the April 2024 previously approved policy GOV-04: Power & Duties of the Board to ensure all members and the CEO have a shared understanding of the distinction between governance and operations. It was emphasized that committees do not operate independently from the Board and all committee meetings are public unless held in closed session. Dates, times, and locations of meetings should be posted to the Board portal for transparency (Otter AI™). Members were asked to send any meeting schedule updates to C. Bergstrom.

B. Hutchinson reminded members that, when approached by the public regarding operational matters, Board members should contact the CEO directly immediately and as a first priority.

L. Boucher inquired whether the communication expectations were outlined in policy and noted some policies were still being updated on the website and portal. C. Bergstrom confirmed updates were underway.

D. Smith raised concerns regarding Section 3b of GOV-04, which states: "Duty of loyalty: individual members of the library board are responsible for exercising a Duty of Loyalty as follows: b. act in the interest of library members and community over and above other interest group involvement,

membership on other boards, council, or personal interest.” He expressed that he wanted this line removed from our policy given potential conflicts between Library Board and his Town Council responsibilities.

C. Robinson emphasized that the Councilor representative is the conduit to Council, ensuring that the Board’s collective voice is heard.

J. Wolochatiuk inquired if D. Smith saw a potential conflict or cause for concern.

B. Hutchinson asked D. Smith whether he felt able to support the Board in light of his concerns.

D. Smith referenced an excerpt from the Municipal Councilor Handbook/ Ontario Library Service website which states” As a board member, you have a legal obligation to act in the best interest of the library.” and further “when voting on matters at either board or council, it is important that you cast your vote as a representative of the body to which you’ve been elected or appointed”

C. Bergstrom reminded the Board that debating the content of a policy during meetings is not appropriate and suggested that members submit policies to the Policy Committee for review if concerns arise. Thus, the following motion was made:

**Motion BM-2025-04-08 to take GOV-04 to the policy committee for review, specifically Section 3, Subsection 3.b, for review:**

**Moved by: D. Smith**

**Seconded: A. King**

**CARRIED**

8. New Business - none

9. Business arising

9.1. CEO Review Committee Update

J. Wolochatiuk reported that the CEO evaluation was complete, and a full summary would be presented at the May 2025 meeting.

10. Library Deficiencies Update

C. Bergstrom provided an update on outstanding facility deficiencies. Weather improvements will allow for the scheduling of roofing repairs and subsequent bathroom repairs.

11. Correspondence - none

12. CEO Report

13. Financial Committee Report

C. Bergstrom provided a brief summary of the Finance Committee report. She noted that monitoring of ongoing tariff discussions was underway and discussed potential impacts on purchasing ability.

J. Wolochatiuk asked about the operational impact if tariffs result in increased costs.

C. Bergstrom explained that libraries province-wide are collaborating to monitor the situation. While library usage is not expected to decline, tariffs would affect purchasing power, especially given that many major publishing houses are based in the U.S.

14. Policy Committee Report

14.1. OP-17: Use of Library Resources During an Election Campaign Period

**BM-2025-04-09 Motion to approve the updated policy OP-17: Use of Library Resources During an Election Campaign Period**

**Moved by: D. Smith**

**Seconded by: C. Robinson**

**CARRIED**

C. Robinson inquired about the use of Makerspace equipment for campaign materials. C. Bergstrom confirmed that such use would not be permitted under the approved policy to maintain neutrality.

15. Date of next meeting – May 13, 2025 @ 1pm

16. Adjournment 2:45pm