

# Burk's Falls, Armour & Ryerson Union Public Library

## Our Vision

Access to knowledge for all

## Our Mission

The Burk's Falls, Armour & Ryerson Union Public Library is a dynamic organization that provides innovative programming and information, in a variety of formats, for the continuing well-being of our community.

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## Minutes of the Board of Trustees Meeting

June 19, 2024

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**Present were:** Chairperson: Ruth Fenwick  
Board Trustees: Bev Abbott  
Rod Blakelock  
Patty Butler  
Kaiyla Hoffmann  
Tiffany Monk  
Joseph Vella

**Regrets:** Ryan Baptiste, Vicky Roeder-Martin  
**Also attending:** CEO: Nieves Guijarro

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**1 Call to order** With a quorum present CEO called the meeting to order at 7:05 p.m.

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**2 Approval of Meeting Agenda** **MOTION 390/24** IT WAS MOVED BY: R. Blakelock  
AND SECONDED BY: J. Vella

That the meeting agenda of the Board of Trustees of June 19, 2024 be accepted as presented.

**CARRIED**

**3 Declaration of conflict of interest** No conflicts were declared

**4 Approval of consent Agenda** **MOTION 391/24** IT WAS MOVED BY: T. Monk  
AND SECONDED BY: B. Abbott

That the consent agenda of the Board of Trustees meeting of June 19, 2024 be approved as presented

- a) Resolution to accept the minutes of **April 2024**
- b) Resolution to accept the CEO's Report of **April & May 2024**
- c) Armour Township Financial Statement **April & May 2024**

**CARRIED**

**BFARUPL Board Minutes  
June 19, 2024**

**5 Business arising from the minutes**

-Members were updated on the Future Needs Term Deposit. The term deposit will mature May 15<sup>th</sup> 2025 and currently earning 4.90 % interest.  
-Members were also updated on the Bursary Term Deposit. The term deposit will mature May 15<sup>th</sup> 2025 and currently earning 4.90 % interest.  
  
-Members had a chance to review the 2023 Audit Report from Grant Thornton.

**MOTION 392/24** IT WAS MOVED BY: B. Abbott  
AND SECONDED BY: P. Butler

That the 2024 Audit Report be accepted as presented.

**CARRIED**

**6 Committee Reports**

-Members reviewed the Plan Survey from Tulloch Inc. The Building Committee will meet once a detail report is released. It was suggested that Councillor Blakelock speak with John Theriault about any updates that could help the Building Cmte make a decision about the site for the library project.

-Finance/Budget Cmte will aim to meet September 11, 2024 to draft the library budget for 2025.

-Personnel Cmte will meet with CEO to discuss her annual review.

-Policy/Planning Cmte CEO learned of the benefits to include the library in the Accessibility Municipal Plan as the library operates from a municipal owned building.

Nieves will reach out to the Village of Burk’s Falls clerk to request information and what steps to follow in the process.

**7 Correspondence**

-The Library Board Members received a note of gratitude from Penny Robb for the members’ thoughtfulness in recognizing Penny’s many years of service to the library and library board.

-Library staff is preparing to transition to a new Interlibrary Loan System that will simplify the process of lending and borrowing material for library users and library staff.

**8 New Business**

-It was suggested that when Armour Township grants a contract for municipal audit services that the library board be informed to consider switching to Armour Township auditor. CEO will follow up with John Theriault.

-CEO reached out to the library community to request MOU samples that exist between the library board and the municipality.

CEO will draft an MOU for the members to consider at the next meeting.

**9 Adjournment**

**MOTION 393/24** by J. Vella at 8:35 pm to adjourn.

**CARRIED**

Ruth Fenwick

August 21, 2024

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Board Chairperson

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Date