

Emo Public Library Board
Regular Meeting Minutes
Wednesday, March 25, 2026
Emo Public Library

Minutes of the Regular Meeting of the Board of the Emo Public Library held on Wednesday, March 25, 2026.

Present: Lisa Teeple, Elaine Hughes, Marie-Ann DeGroot, Tamara Robson, Kim Veldhuisen; and Crystal Gray – CAO/Clerk-Treasurer (Acting Secretary), Mellisa Gallagher – CEO/Librarian

Absent: Harold McQuaker, and Laura McCormick

In-Camera Portion Start: 5:40 p.m.

1.0 CALL TO ORDER

2.0 DECLARATION OF CONFLICT OF INTEREST - none

3.0 APPROVAL OF AGENDA

26-8 HUGHES-ROBSON BE IT RESOLVED that the Emo Public Library Board hereby approves the March 29, 2026 Regular Board Meeting Agenda.

CARRIED

4.0 APPROVAL OF MINUTES

26-9 HUGHES-DeGROOT BE IT RESOLVED that the Township of Emo Public Library Board hereby approves the following Board Meeting Minutes:

1. November 24, 2025 – EPL Board Regular Meeting Minutes
2. November 30, 2025 – EPL Board Special Meeting Minutes
3. January 13, 2026 – EPL Regular Board Meeting Minutes

CARRIED

5.0 FINANCIAL REPORT

ADDITION TO AGENDA:

The Financial Report up to December 31, 2025 was provided to the ELP Board to review and approve.

26-10 HUGHES-VELDHUISEN

BE IT RESOLVED that the Emo Public Library Board accepts & approves the EPL Financial Statements as of December 31, 2025.

CARRIED

6.0 LIBRARIAN'S REPORT

a) The EPL Board met with the new CEO/Librarian Mellisa Gallagher.

The Board would like to see an Open House for Community Partners to come meet the new CEO/Librarian.

7.0 BUSINESS

a) Library Operational Hours

26-11 ROBSON-HUGHES BE IT RESOLVED hat the Township of Emo Public Library Board hereby approves the following operational hours:

Sunday: CLOSED

Monday: CLOSED

Tuesday: 10:00 a.m. to 5:00 p.m.

Wednesday: 10:00 a.m. to 5:00 p.m.

Thursday: 12:00 p.m. to 7:00 p.m.

Friday: CLOSED

Saturday: 10:00 a.m. to 2:00 p.m.

CARRIED

b) Appoint CEO/Librarian

26-12 DeGROOT-VELDHUISEN BE IT RESOLVED that the Township of Emo Public Library Board hereby appoints Mellisa Gallagher as the CEO/Librarian.

CARRIED

c) Appointment of Secretary of the Emo Public Library Board

26-13 DeGROOT-HUGHES BE IT RESOLVED that the Township of Emo Public Library Board hereby appoints the CEO/Librarian as the Secretary of the Emo Public Library Board.

CARRIED

d) Purchase of new computer – Lowrey’s Quote

23-14 ROBSON-HUGHES BE IT RESOLVED that the Township of Emo Public Library Board hereby approves the purchase of a new desktop computer for the Emo Public Library Administration.

CARRIED

e) User Fees

The board was provided with examples of User Fee policies to compare rates and format of the policy. THE CEO will provide a draft User Fee Policy and Rates schedule to the Board at the next meeting.

f) RRFDC – Local Initiatives Program

Information was provided to the Board regarding the Rainy River Future Development Corp *Local Initiatives Program*. The Board was instructed to provide any ideas for a program to be developed that meets the funding criteria to provide it to the CEO/Librarian.

g) Fundraising Activities Updates

a) Round up Donation fundraising idea

The local business that was approached regarding this fundraising idea was not able to assist with this fundraising idea.

b) Friends of the Library – Committee Update

The Board members that have been working on the development of a Friends of the Library Committee will be providing the information to the CEO/Librarian to contact interested participants to set up a meeting with them.

h) Program Planning

The CEO discussed with the EPL Board ideas for different programs that she would be working towards implementing or bringing back. Some ideas are:

- Early & Emergent Readers Program
- Volunteer Program for high school students to earn volunteer hours
- Trivia Nights
- Restart Storytime
- Reapply for Provincial Parks – Season Parks Pass Lending Program
- Maker Space/Craft Centers
- PD Day Activities
- “Drive Inn” Movie Theatre Nights

i) Statistics Tracking

THE CEO provided information with the Board regarding the starting of documenting statistics usage of programs, activities, etc. to be able to have information to determine how well a program is being used. This assists with program development, hours of operation, and also applications for grants.

j) Membership Policy

The board was provided with examples of Membership policies to compare and update the policy. THE CEO will provide a draft Membership Policy to the Board at the next meeting.

8.0 MOTION TO ADJOURN

26-15 HUGHES-ROBSON BE IT RESOLVED that the Emo Public Library Board agrees to adjourn to meet again on Thursday, April 30, 2026, 5:30 p.m. at the Emo Public Library.

CARRIED

Adjourned at 7:18 p.m.

Attested By:

Lisa Teeple, Chair

Crystal Gray, CAO/Clerk-Treasurer
(Acting Secretary)