

Emo Public Library Board
Regular Board Meeting Minutes
Thursday, April 30, 2026
Emo Public Library

Minutes of the Regular Meeting of the Board of the Emo Public Library held on Thursday, April 30, 2026.

Present: Lisa Teeple, Kim Veldhuisen, Elaine Hughes, Tamara Robson, Harold McQuaker, Laura McCormick; Crystal Gray, CAO/Clerk-Treasurer; and Mellisa Gallagher, CEO/Librarian.

Absent: Marie-Ann Degroot

1.0 **CALL TO ORDER**

2.0 **DECLARATION OF CONFLICT OF INTEREST** - none

3.0 **APPROVAL OF AGENDA**

26-16 HUGHES-MCCORMICK BE IT RESOLVED that the Emo Public Library Board hereby approves the April 30, 2026 Regular Board Meeting Agenda.

CARRIED

4.0 **APPROVAL OF MINUTES**

26-17 HUGHES-ROBSON BE IT RESOLVED that the Emo Public Library Board hereby approves the minutes of the Regular Board Meeting on March 25, 2026.

CARRIED

5.0 **FINANCIAL REPORT**

The Financial report was shared. Discussion around the successful audit of financial records, the budget to be presented at the next meeting, and a correction noted total changed to 3989.51, with one EFT payment to Enbridge added to resolution.

26-18 VELDHUISEN-HUGHES BE IT RESOLVED that the Emo Public Library Board hereby accepts and approves the Financial Statements and payments as of April 21, 2026.

CARRIED

6.0 **LIBRARIANS REPORT**

- a) Spring Fever Days-Carolyn helped Mellisa sort through the books which Nick had culled from circulation. They have created displays and set up the book sale area for ease of access to shoppers. Mellisa also set up several grab-and-go tote bags for sale, each with a different theme.
- b) Community Engagement-Mellisa has been working hard to meet with other organizations around the area. She met with Debbie Degroot from the NWHU, Debbie Howson and Cindy Judson from the Grand Finale Seniors Center, Arthur

Heath and Ryan Daw from the Salvation Army, and Dawn Whiting from the Ministry of Tourism, Culture and Gaming.

- c) RRFDC-Volunteer Event-Mellisa attended this event hosted by the Rainy River Futures Development Corps. This event was an opportunity to learn how to attract volunteers to your organization. Though there wasn't a great deal of information that would help us in starting Friends of the Library, there was useful information for event planning.
- d) Pushing up Daisies-May 12 Mellisa will be attending the Pushing Up Daisies event at the Emo Legion. She has will attend with a display board and several resources available for people attending the event. Memory books, Estate planning toolkits, and information around the need for a digital executor will be part of her display, as well as books which can be signed out from our library. Board members noted a wish for resources for children experiencing grief to be shared at this event.
- e) Teddy Bear Picnic-Mellisa and April are planning a Teddy Bear's picnic for a summer kickoff party after school lets out. They are working together to set up crafts and activities, snacks, stories, singing. This event will be held July 7.
- f) Statistics Tracking-Our former tracking method was tallying library users that came in the door, and statistics from the Jasi system regarding our circulation. This works for our annual survey but doesn't identify the demographics of visitors that come in, making it hard to see who we may be missing in the community. Mellisa has a new tracking form modelled after the weekly use of libraries survey for better representation by group. This information will also be used for future grant applications and our strategic planning. At this time the data for monthly reports only has number of visits-the new tracking method will break things down better, and will be used next month.

March 19-31	41 visitors	Equip 3	E-JPIC 3
April 1-22	119 visitors	E-FIC 34	E-LP 6
New Cards	2	E-JEASY 10	E-NFIC 4
		E-JFIC 3	TOTAL - 63

- g) Grant Applications-Sarah Badgley Literacy fund for Rural Ontario Children – applied for \$500 for equipment to run a STEM program after school.
- h) EASE grant – applied for funding to enhance outdoor yard of library for accessibility. This space would work well for arts programs, fellowship groups, as well as in partnership with the Seniors center. This grant submission deadline is May 7, 2026.
- i) Strategic Planning Introduction packages for all Library board members. Included is an overview of roles and responsibilities for an effective board, a worksheet for SWOT analysis, and information about the strategic planning services available through OLS. Members can fill in their observations and send to the library email

for collection.

- j) Thank you to Carolyn Stang. Carolyn has been instrumental in helping me to get oriented in our library. She has taught me how to use the Jasi system; she has helped me to cull many of the unnecessary items from the office and to organize the book sale area. We have cleaned, dusted and disinfected almost everything in the building that accumulated dust during the extended closure of our library. I have a thank-you card for Carolyn, with a small token of my appreciation, signed from the Emo Public Library Board.

7.0 BUSINESS

a) Student Position - Hiring Policy -We have been approved for a summer student position, partially funded by Canada Summer jobs. We must update the Student Job description before hiring. All previous tasks have been collected from former years, and a new appendix will be presented and shared at the next meeting to be voted upon. Budget for this role was discussed; it was already part of our draft budget.

26-19 MCCORMICK-ROBSON BE IT RESOLVED that the Emo Public Library Board agrees to post a student job notice in accordance with the funding approval of 35 hours per week for a term of 8 weeks.

CARRIED

b) Declaration of Surplus Equipment

26-20 VELDHUISEN-MCQUAKER BE IT RESOLVED that the Emo Public Library agrees to declare the following items as surplus property: 2 acer computers to be destroyed

3 computer monitors to be sold

2 sets of computer speakers to be sold

1 adding machine to be sold

2 keyboards and mouses to be sold

CARRIED

c) Fundraising Activities Updates

- i) Silent Auction – Collection of items and Dates- Discussion around the viability of a silent auction at this time of year brought up other ideas for fundraising. After reviewing ideas within the group it was decided that the library would most successful at hosting a BBQ along front street, during the parade of boats for the upcoming Walleye Tournament. A group chat list was started so that all participants can be updated in real time as things progress. Report for this event will be ready at the next meeting.

- ii) Friends of the Library – Committee formation update – discussion deferred due to planning for BBQ fundraiser.

d) Membership Policy – User Fees Policy – discussion deferred, policy proposal will be shared at the next meeting.

8.0 **MOTION TO ADJOURN**

26-21 HUGHES-ROBSON BE IT RESOLVED that the Emo Public Library Board agrees to adjourn the regular meeting of the Emo Public Library and meet again on May 28, 2026 at 5:30 p.m. at the Emo Public Library.

CARRIED

Adjourned at 7:02pm.

Attested By:

Lisa Teeple, Chair

Mellisa Gallagher, CEO/Librarian
Secretary