



**Agenda**  
**June 17, 2026**  
**Meaford Public Library Board**  
**3:00 p.m.**  
**Meaford Public Library**

This document can be made available in other accessible formats and with communications supports as soon as possible and upon request.

**The mission of the Meaford Public Library is to bring service excellence to meet the needs of a dynamic community through universal access to innovative and vibrant spaces and experiences.**

**1. Call to Order**

**2. Disclosure of Pecuniary Interest**

**3. Approval of Agenda**

**4. Adopt Previous Minutes**

a) Adoption of Minutes

**Recommendation:** Be it hereby resolved that the Meaford Public Library Board adopt the minutes of the Meaford Public Library Board regular meeting held Wednesday, May 20, 2026, having been circulated to all members.

[Meaford Public Library Board - 20 May 2026 - Minutes - Pdf](#)

[Meaford Public Library Board - 20 May 2026 - Minutes - Html](#)

**5. Business Arising From the Minutes**

**6. Treasurer's Report**

a) Meaford Public Library Variance Report to the End of May 2026

[Meaford Public Library Variance Report to End May 2026](#)

**7. Correspondence**

**8. Public Questions**

**9. Reports and Matters Tabled**

- a) Chair's Report
- b) CEO & Staff Reports  
[Meaford Public Library Team Report May 2026](#)  
[Meaford Public Library July What's Happening 2026](#)
- c) Committees - Meaford Public Library Policy and Governance Committee

Policies for approval and Library CEO Report

**Recommendation:** Be it hereby resolved that the Meaford Public Library Board approve the following policies having been circulated to all members:

- Policy 12 - The Library and Political Elections
- Policy 13 - Delegation of Authority to the CEO
- Policy 20 - Safety, Security and Emergency in the Library
- Policy 39 - Financial Control
- Meaford Public Library Board By-laws and Governance

[CEO2026-03 Library Board Policies Update](#)

[Policy 12 - The Library and Political Elections 2026 DRAFT](#)

[Policy 13 - Delegation of Authority to the CEO 2026 DRAFT](#)

[Policy 20 - Safety Security and Emergency in the Library 2026 DRAFT](#)

[Policy 39 - Financial Control 2026 DRAFT](#)

[Meaford Public Library Board By-laws and Governance 2026 DRAFT](#)

- d) Member(s) of Council Update
- e) Friends of the Meaford Library (FOML) Report
- f) Owen Sound & North Grey Union Public Library (OSNGUPL) Update

## 10. New Business

- a) Meaford Public Library Annual Report 2025 and Library CEO Report

**Recommendation:** Be it hereby resolved that the Meaford Public Library Board approve the Meaford Public Library Annual Report

2025, having been circulated to all members.

[CEO2026-04 Meaford Public Library Annual Report 2025](#)

[Meaford Public Library Annual Report 2025](#)

## 11. In Camera Session

a) Closed Session

**Recommendation: Be it hereby resolved that the Meaford Public Library does now go into a closed session at XX:XX p.m. with the Library CEO, members of the Meaford Public Library Board and Municipal HR Manager in attendance to discuss:**

**a) personal matters about an identifiable individual including a Meaford Public Library employee specifically relating to the Annual Library CEO Performance Review.**

## 12.

Round table

## 13. Date of Next Meeting

The next meeting will be held on Wednesday, September 16, 2026 at the Meaford Public Library.

## 14. Adjournment



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**Meaford Public Library Board**

Minutes - Regular Meeting

Wednesday, May 20 at 11 Sykes Street North, Meaford, 3:00 p.m.

**The mission of the Meaford Public Library is to bring service excellence to meet the needs of a dynamic community through universal access to innovative and vibrant spaces and experiences.**

**Members:**

- Kimberly Grafton - Chair
- Lloyd Mohr - Vice Chair
- Frank Emptage - Trustee
- Elgin Pecjak - Trustee
- Marnie Wraith - Trustee
- Councillor Harley Greenfield - Council Representative

**Members Absent:**

- Councillor Brandon Forder - Council Representative
- Christine Richardson - FOML Representative

**Staff:**

- Lynne Fascinato - CEO, Meaford Public Library
- Amy Solecki - Community Outreach Coordinator, Meaford Public Library

**1. Call to Order**

Chair K. Grafton called the meeting to order at 3:05 p.m. with quorum noted.

**2. Disclosure of Pecuniary Interest**

None.

**3. Approval of Agenda**

Meaford Public Library Board – May 20, 2026

Agenda amended with the moving of Section 10 (a) to Section 9 (c) under the Meaford Public Library Subcommittee on Library Services Contract and Vice Chair L. Mohr will be chairing the meeting after 4:00 p.m.

**4. Adopt Previous Minutes**

- a) Adoption of Minutes

Moved by: H. Greenfield  
Seconded by: L. Mohr

**Be it hereby resolved that the Meaford Public Library Board adopt the minutes of the Meaford Public Library Board regular meeting held Wednesday, April 15, 2026, having been circulated to all members.**

Carried

- b) Adoption of Minutes from the Meaford Public Library Board Subcommittee on Library Services Contract

Moved by: F. Emptage  
Seconded by: L. Mohr

**Be it hereby resolved that the Meaford Public Library Board approve the minutes of the Meaford Public Library Board Subcommittee on Library Services Contract meeting held on May 7, 2026 as delegated by the MPL Board Subcommittee on Library Services Contract at their May 7, 2026 meeting.**

Carried

**5. Business Arising From the Minutes**

- a) None.

**6. Treasurer's Report**

- a) Meaford Public Library Variance Report Until End of April 2026

A copy of the Variance Report until the end of April 2026 was included in the package. Library CEO reported that the first installment of the OSNGUPL Services Agreement was paid.

## **7. Correspondence**

- a) None.

## **8. Public Questions**

- a) None.

## **9. Reports and Matters Tabled**

- a) Chair's Report

Chair Grafton has shared via email to members information on upcoming Ontario Library Service webinars geared towards Ontario Public Library Board members. K. Grafton reminded members of the upcoming CEO performance review.

- b) CEO & Staff Reports

A copy of the Meaford Public Library Team Report April 2026 and the What's Happening for June 2026 was included in the package.

L. Fascinato introduced library's Co-op student and summer student to members.

New "Library of Things" collection items were displayed by the CEO:

- Indigenous themed backpack kits that families can borrow. 3 backpacks will be available in partnership with Grey Sauble Conservation.
- New Story Time Puppet was displayed.
- Library Champion Lawn Signs will soon be available for patrons to check out for the summer season - this is to help in the Library's 100th Anniversary Year celebration.

On Sunday, May 24 there is a planned power outage from 6:00

Meaford Public Library Board – May 20, 2026

a.m. to 12:00 p.m. Staff is unable to work with no hydro as per health and safety procedures; therefore, the library will be closed.

L. Fascinato reported on the upcoming Library Board member recruitment timeline as discussed with the Municipality. A new 4-year term Board should be appointed by Council in mid-December, thus enabling the new Board's first meeting to be in January 2027. The Library is looking at featuring Board members in the monthly newsletter to help encourage others to apply. Current Board members will have to re-apply if they wish to be a part of the new Board term. A discussion ensued among members on the board application and appointment process.

Library CEO announced that on Monday, June 22, the library will be closed for a staff development day that will feature health and safety training.

Performance reviews for library staff will begin in early June.

Select policies and Board by-laws are in the process of being drafted. The Board's Policy and Governance Committee will meet in early June for inclusion on the June Board Agenda for approval.

From the April Team Report, CEO reported that:

- Two staff attended the Ontario Library Association's RA in a Day Conference, who shared their reports during a Team meeting.
- Programming has been busy with the library team providing excellent variety for our patrons.
- There has been a push and talk within the Library and Municipality on Corporate Culture and Health and Safety.
- A highlight of the April monthly statistics is the addition of printing, faxing, and scanning year-to-date totals. This statistic highlights the amount of public printing the team completes in a month. This service benefits library revenues, but it can take significant staff time to complete printing requests for the public.

A. Solecki shared the 2026 June What's Happening events.

- c) Meaford Public Library Board Subcommittee on Library Service Contract

The Chair 2026-01 - Final Report from the Meaford Public Library Board Subcommittee on Library Services Contract and the DRAFT Proposed MPL and OSNGUPL Library Services Agreement for service years January 1, 2027 - January 1, 2029 were included in the package.

Subcommittee Chair E. Pecjak shared the Final Report and the final recommendation for an amended 2-year contract. The Subcommittee is comfortable with disbanding at this time as it has met its goals.

H. Greenfield thanked the members who took the time and hard work on the Subcommittee.

A discussion ensued among members on the next steps to finalize a new agreement and the recommendations made for the next Library Board to be aware of during the next agreement timelines.

Moved by: F. Emptage  
Seconded by: L. Mohr

**Be it hereby resolved that the Meaford Public Library Board approve the Meaford Public Library Board Subcommittee on the Library Services Contract, Chair 2026-01 Final Report, including the DRAFT Proposed Meaford Public Library (MPL) and Owen Sound and North Grey Union Public Library (OSNGUPL) Library Services Contract for service years January 1, 2027 - January 1, 2029.**

Carried

Moved by: M. Wraith  
Seconded by: L. Mohr

**Be it hereby resolved that the Meaford Public Library Board dissolve the Meaford Public Library Board Subcommittee on Library Services Contract.**

Meaford Public Library Board – May 20, 2026

Carried

A motion was made by E. Pecjak to to dissolve the Meaford Public Library Board Subcommittee on Library Services Contract as they have met their goals.

Board members discussed and revised the the Draft Letter to OSNGUPL Chair Richard Thomas, on the proposed amended Library Services Contract. Revised the letter making it less detailed and more streamlined.

Moved by: E. Pecjak  
Seconded by: L. Mohr

**Be it hereby resolved that the Meaford Public Library Board approve the DRAFT Letter to OSNGUPL Board Chair in reference to the DRAFT Proposed 2027 MPL and OSNGUPL Library Services Agreement with amendments.**

Carried

d) Member(s) of Council Update

H. Greenfield shared the update from latest Council Meeting including some Municipal own properties in urban and rural Meaford.

Informed the members of the recent Reconciliation training for Municipal Council and department heads.

e) Friends of the Meaford Library (FOML) Report

No report due to the absence of C. Richardson.

f) Owen Sound & North Grey Union Public Library (OSNGUPL) Update

No report by Trustee F. Emptage.

**10. New Business**

a) Letter from MPL Board Chair Grafton to OSNGUPL Board Chair on Draft Proposed 2027 MPL & OSNGUPL Library Services

Meaford Public Library Board – May 20, 2026

Agreement.

This section moved to Section 9 (c).

**11. Round Table**

E. Pecjak will be attending an OLS Board Meeting on Wednesday, May 20.

**12. Date of Next Meeting**

The date of the next meeting will be Wednesday, June 17 at 3:00 p.m. at the Meaford Public Library.

**13. Adjournment**

Meeting was adjourned by Vice Chair Mohr at 4:24 p.m.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Treasurer/Secretary



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Kimberly Grafton - Chair

Lloyd Mohr - Vice Chair

Frank Emptage - Trustee

Elgin Pecjak - Trustee

Marnie Wraith - Trustee

Councillor Harley Greenfield - Council Representative

### **Members Absent:**

Councillor Brandon Forder - Council Representative

Christine Richardson - FOML Representative

### **Staff:**

Lynne Fascinato - CEO, Meaford Public Library

Amy Solecki - Community Outreach Coordinator, Meaford Public Library

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Meaford Public Library Board – May 20, 2026

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\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Treasurer/Secretary

Meaford Public Library Board – May 20, 2026

# Operating Variance Report

Division Library Services

January 2026 To May 2026 (5 Months)

	Budget	YTD Actual Cost	Variance Over/Under	Percentage Variance
<b>Revenues</b>				
Donations				
Donations & Contributions - 4105	3,000	11,684	8,684	289.46 %
Total Donations	3,000	11,684	8,684	289.46 %
Fees & Charges				
Other Fees & Charges - 4150	3,000	1,959	(1,041)	-34.70 %
Program Revenues - Library - 4209	1,000	555	(445)	-44.50 %
Special Events Revenue - 4240	5,000	-	(5,000)	-100.00 %
Total Fees & Charges	9,000	2,514	(6,486)	-72.07 %
Fines & Penalties				
Fines / Penalties - 4050	1,000	497	(503)	-50.33 %
Total Fines & Penalties	1,000	497	(503)	-50.33 %
Grants - Canada				
Grants - Canada - 4110	1,000	-	(1,000)	-100.00 %
Total Grants - Canada	1,000	-	(1,000)	-100.00 %
Grants - Ontario				
Grants - Ontario - 4115	26,000	2,007	(23,993)	-92.28 %
Total Grants - Ontario	26,000	2,007	(23,993)	-92.28 %
Rents				
Rental Revenue - 4140	1,000	538	(463)	-46.25 %
Total Rents	1,000	538	(463)	-46.25 %
<b>Total Revenues</b>	<b>41,000</b>	<b>17,239</b>	<b>(23,761)</b>	<b>-57.95 %</b>
<b>Expenses</b>				
Benefits				
Employee Benefits - 6005	63,690	25,885	(37,805)	-59.36 %
Omers Expenses - 6007	34,900	16,327	(18,573)	-53.22 %
Payroll Expenses - 6006	47,740	21,606	(26,134)	-54.74 %
Total Benefits	146,330	63,818	(82,512)	-56.39 %
Contracted Services				
Owen Sound & Ngupl - Contract - 6265	164,820	54,938	(109,882)	-66.67 %
Professional Fees - Audit - 6055	4,250	-	(4,250)	-100.00 %
Total Contracted Services	169,070	54,938	(114,132)	-67.51 %
Interfunctional Transfer-Charges				
Cost Allocation To IT - 6910	198,600	-	(198,600)	-100.00 %
Total Interfunctional Transfer-Charges	198,600	-	(198,600)	-100.00 %
Materials & Supplies				
Adult Programming - 6464	3,500	1,212	(2,288)	-65.37 %
Advertising / Promotion - 6040	1,000	306	(694)	-69.35 %
Annual Software Maintenance - 6065	1,130	-	(1,130)	-100.00 %
Children'S Programming - 6466	3,500	1,186	(2,314)	-66.10 %
Clothing & Protective Gear - 6030	800	33	(767)	-95.90 %
Computer Hardware / Software - 6067	16,910	1,645	(15,265)	-90.27 %

## Operating Variance Report

Conference/Seminars/Meals - 6020	5,500	3,346	(2,154)	-39.17 %
Copying & Printing - 6085	1,200	786	(414)	-34.49 %
E Resource Licences - 6462	17,850	7,412	(10,438)	-58.48 %
Education / Training - 6025	3,000	333	(2,667)	-88.89 %
Events Expenses - 6505	5,000	-	(5,000)	-100.00 %
Insurance Premiums - 6141	2,180	-	(2,180)	-100.00 %
Office Supplies - 6080	1,000	211	(789)	-78.92 %
Other Expenses - 6195	2,500	296	(2,204)	-88.17 %
Postage & Courier - 6090	2,000	338	(1,662)	-83.08 %
Subscriptions / Publications - 6095	1,550	782	(768)	-49.57 %
<b>Total Materials &amp; Supplies</b>	<b>68,620</b>	<b>17,887</b>	<b>(50,733)</b>	<b>-73.93 %</b>
<b>Rents &amp; Financial Expenses</b>				
Financial Service Charges - 6170	100	3	(98)	-97.50 %
<b>Total Rents &amp; Financial Expenses</b>	<b>100</b>	<b>3</b>	<b>(98)</b>	<b>-97.50 %</b>
<b>Salaries &amp; Wages</b>				
Association Fees & Memberships - 6015	1,010	491	(519)	-51.35 %
Salary / Wages - Contract/Pt - 6002	58,540	23,404	(35,136)	-60.02 %
Salary / Wages - Full Time - 6001	360,530	149,180	(211,350)	-58.62 %
Seasonal Wages - 6008	9,920	1,080	(8,840)	-89.12 %
<b>Total Salaries &amp; Wages</b>	<b>430,000</b>	<b>174,155</b>	<b>(255,845)</b>	<b>-59.50 %</b>
<b>Transfers - Charges</b>				
Contribution To Reserve Fund - 6335	40,000	-	(40,000)	-100.00 %
<b>Total Transfers - Charges</b>	<b>40,000</b>	<b>-</b>	<b>(40,000)</b>	<b>-100.00 %</b>
<b>Total Expenses</b>	<b>1,052,720</b>	<b>310,801</b>	<b>(741,919)</b>	<b>-70.48 %</b>
<b>Net Total</b>	<b>(1,011,720)</b>	<b>(293,561)</b>	<b>718,159</b>	<b>70.98 %</b>

## Highlights

### Library News

- Meaford Public Library Board held a regular meeting on Wednesday, May 20
- Library Team meeting held on Wednesday, May 6 and 27
- Meaford Public Library Board Subcommittee on Library Services Contract held a meeting on Thursday, May 7
- Children and Youth Coordinator continued to supervise and evaluate Georgian Bay Community School co-op student
- Library CEO attended AI Touchpoint meeting with select Municipal staff on May 19
- Library CEO conducted new library volunteer orientation training, including health and safety procedures on May 27
- Library CEO attended Grey County Warden Economic Development Leadership Conference on May 29
- Children and Youth Coordinator welcomed and introduced the new summer student to the team in addition to supervising and training them.

### Professional Development

- Community Outreach Coordinator attended an Advancing Public Library Leadership reunion discussion
- Technical Services Coordinator and Children and Youth Coordinator participated in the virtual OLS session Collection Management 101: Avoiding the Shelf Life Crisis
- Library CEO and Community Outreach Coordinator attend First Aid Re-certification Training on May 12
- Library Specialist, Circulation & Interlibrary Loans attended an ILLO webinar "It's a Small Shop After All: Focusing on Small ILLO Operations," part of the OCLC 2026 Resource Sharing Conference

### Programs

- Welcomed Zanne Raby for the final Coffee House Reads author talk
- Completed the Cybersecurity Basics with Adult Learning Centres
- Partnered with the Bruce Grey Poverty Task Force and United Way to host John Stapleton, from Open Policy Ontario, to host two of the three webinar series sessions on Retiring on a Low Income
- Encouraged people to knit or crochet long strips of yarn for the Yarn Bombing event in June
- Offered a Mother's Day stitching session for youth with Karen Dueck
- Enjoyed a STEM Make it Bright Mother's Day card for youth
- Hosted a special Story Time session with Margaret Mantione, Humane Education Specialist, Georgian Triangle Humane Society. Participants enjoyed meeting the kittens she brought!
- Hosted three class visits and 69 students at the library and shared stories, interactive toys, and activities
- Partnered with Blue Mountains Public Library to support a Battle of the Books challenge and event initiated by a Georgian Bay Community School teacher
- Hosted David Chapman, storm chaser and photographer, at the library who presented "The Magic of the Night Sky", an engaging and educational program for two classes in attendance
- Forest of Reading winners were announced. It is Canada's largest recreational reading program and encourages a love of reading people of all ages. Two participants received a prize for their reading efforts!
- Held the final puzzle exchange before going on a summer hiatus
  - Offering a Take a Puzzle, Leave a Puzzle for the summer
- Partnered with the Meaford Cultural Foundation to host Magic of Children in the Arts – Meaford Showcase of the Arts! with an opening ceremony and inviting the community to view the art pieces created by students



## On-going Programs

- Partnered with Life Directions weekly and YMCA Employment Services twice a month to further promote and expand employment resources at the library
- Partnered with Brightshores Mental Health Walk-in Support and Rapid Access Addiction Medicine (RAAM), each bi-weekly, to further promote well-being resources at the library
- Hosted Angela Yenssen of the Grey Bruce Community Legal Clinic for the Elder Law series
- Welcomed Grey County Master Gardeners for the monthly gardening workshop. This month was part two of the three-part series, "The A-Z of Starting Your Garden."
- Continued to host Meaford Public Library Tech Centre four days a week to assist with technology questions
- Continued to offer Story Time sessions to encourage a love of reading in children. Included stories, songs, and a craft. Promoted the principles of READ, WRITE, PLAY, SING, and TALK
- Continued to support young readers participating in the 1,000 Books Before Kindergarten program
- Hosted the Brown Bag, Meaford Reads, Between the Pages, and Rainbow Reads Book Clubs
  - Supported the Travelling Book Club, Sylvia's Book Club, and Elizabeth's Book Club
- Welcomed the Knitters and Qigong participants weekly
- Hosted the monthly series, Ageless Artists
- Offered the Writers' Circle bi-weekly for writers of all experience levels
- Continued to support three teen volunteers completing their Community Service Hours
- Supported local libraries to offer Grey Bruce Youth Film Festival, teens are encouraged to submit short films for a chance to win a prize. In partnership with Owen Sound and North Grey Union Public Library


## Inter-departmental Meetings

- Library staff attended a Corporate All-Staff meeting on Wednesday, May 13, 2026 at the Meaford & St. Vincent Community Centre
- Library CEO attended Municipal Leadership meeting on May 27
- Library CEO and Library Worker Representative attend the Library Joint Health and Safety Committee meeting on May 20
- Library Specialist, Circulation & Interlibrary Loans joined in the Staff Engagement Committee meeting on May 28th


# Meaford Public Library Team Report

May 2026


**ITEMS BORROWED**  
 2025 - 5,639  
 2026 - 5,400



**PUBLIC COMPUTER LOGINS**  
 2025 - 1,241  
 2026 - 933



**TECH CENTRE VISITS**  
 2025 - 22  
 2026 - 26






**WEBSITE VISITS**  
 2025 - 1,543  
 2026 - 1,290



**INTERLIBRARY LOANS**

	2025	2026
Received	66	75
Shipped	82	78


**FACILITY BOOKINGS**  
 2025 - 134  
 2026 - 149



**LIBRARY VISITS**  
 2025 - 7,145  
 2026 - 6,347



**Most Borrowed Book**  
*The Boyfriend*  
 by Freida McFadden




**Junior Programs**


	2025	2026
Programs	28	12
Participants	433	287


**Adult Programs**

	2025	2026
Programs	36	28
Participants	271	259




**Most Borrowed Junior Book**  
*Super Sleuth: A Murder Mystery*  
 by David Walliams and  
 illustrated by Adam Stower



**eLibrary Downloads** 

e-Resource	2025	2026
Ancestry	0	0 searches
Biblio+	22	19 views
CBC Corner	5 views	1 views
Hoopla	220	213 downloads
Libby	2,471	2,469 downloads
LinkedIn	30	9 courses
Mango Languages	539	16 courses
Novelist Select	1,811	743 catalogue views
World Book	0	0 searches
<b>Total</b>	<b>5,098</b>	<b>3,470</b>

**Most Borrowed Movie**  
*Reminders of Him*



**Library of Things Highlight**

**Parking Pass**

- 3 Grey Sauble Conservation 2026 Membership Day Use Parking Pass
- 3 Ontario Parks Day-Use Parking Pass 2026




# Meaford Public Library Team Report

May 2026

## OUTREACH

- Delivered books to 9 homebound patrons
- Shared the What's Happening flyer with local groups and organizations including
  - Meaford Independent
  - Meaford Food Bank
  - Meaford Military Family Resource Centre
  - Meaford Chamber of Commerce
  - Meaford Community Partners
  - Meaford Hall Tourism Centre
  - Meaford & St. Vincent Community Centre
  - Meaford Museum
- Delivered posters of events throughout downtown Meaford
- Informed the 55+ Friendship Club about upcoming library events, programs, and services
- Library staff representative completed two Health and Safety inspections: one for the Library and one for the Museum
- Children and Youth Coordinator attended the Georgian Bay Youth Roots meeting on May 14



## UPCOMING/ONGOING PROGRAMS AND EVENTS



### Upcoming

- Practical AI Skills for Everyday Life
- Hamlet Tales: Authors Among Us
- Knit in Public Day/Yarn Bombing the Library Parkette with the Hook and Needle Show
- Display and monitor Caterpillar - Build A Painted Lady Butterfly Raising Kit in the Junior Library
- Scientists in School: Noticing Nature
- TDSRC launch with Magic Show by Amazing Andy
- Children's Author Elly MacKay
- Mah Jongg for beginners
- Get Caught Reading
- Library Champion Library Signs
- Queer Fest



### eNewsletter

	2025	2026
<b>Sent</b>	3,517	3,837
<b>Open</b>	1,985	2,080
<b>Clicks</b>	93	75



### Instagram Insights

	2025	2026
<b>Views</b>	NA	10,591
<b>Reach</b>	8,383	1,505
<b>Engagement</b>	243	216

New insights metric for "Views" used in 2026 therefore there is no 2025 comparison.



### Printing/Faxing/Scanning

	2025	2026
<b>Prints</b>	NA	1,221
<b>Scans</b>	NA	25
<b>Faxes</b>	NA	55



### Facebook Insights

	2025	2026
<b>Views</b>	36,605	63,112
<b>Visits</b>	NA	579
<b>Interactions</b>	390	476

New insights metric used for "Visits" in 2026 therefore there is no 2025 comparison.



### Annual Statistics as of December 31, 2025

6,822

ACTIVE MEMBERS



31,769

COLLECTION ITEMS



72,451

CHECK OUTS



83,480

TOTAL VISITORS



2,049

Followers



1,647

Followers



## Technology



### Tech Help

**Weekdays**  
**10:00 am - 12:00 pm**  
**Rotary Club of Meaford Room**  
**Drop-in or by appointment**

Get help with your tablet, laptop, eReader, phone, etc. from one of our volunteers. Send an email to [libraryinfo@meaford.ca](mailto:libraryinfo@meaford.ca) or call 519-538-3500 to book your 30-minute session.

### In-Person Digital Skills

**Tuesdays throughout July**  
**12:00 - 3:00 pm**  
**Stanley Knight Room**

**An appointment is required**  
**Please register in advance**

Meet weekly one-on-one with a tech professional from the Adult Learning Centres and learn how to use your device.

Send an email to [libraryinfo@meaford.ca](mailto:libraryinfo@meaford.ca) or call 519-538-3500 to book your 45-minute session.



## Other Summer Fun!

### Get Caught Reading

**Throughout Summer**  
 This summer, the Meaford Public Library will be on the lookout for readers! We will be joining events, strolling through downtown, and visiting local establishments to capture photos of people reading in the community. Any type of reading is allowed – books, magazines, newspapers, e-devices, menus, etc. can be included. Participants will receive a Meaford Public Library gift, and with your permission, the photo will be posted on the Library's social media pages and submitted to The Meaford Independent.

Start your summer reading! We will be looking for you!

### Borrow "A Library Champion" Sign Throughout Summer

Borrow "A Library Champion Lives Here" lawn sign and show your love for the Meaford Public Library and its resources, programs, and services. Signs are available at the library and can be borrowed using your Meaford Public Library card. Display your sign all summer long and return it to the library in the fall. Signs sponsored by the Friends of Meaford Library.



## Adult Programs

### Gardener-in-Residence Soil Health and Making Backyard Garden Composters

with Grey County Master Gardeners  
**Monday, July 6**  
**1:30 - 3:30 pm**

**Friends of the Meaford Library Room**  
**Please register in advance**

Gardens do not thrive without healthy soil – it's the primary building block. Learn about the components of soil, how to identify your type of soil, and how to build healthier soil.



### Elder Law

**Friday, July 10**  
**2:00 - 3:00 pm**

**Friends of the Meaford Library Room**  
**Please register in advance**

Join lawyer Angela Yenssen, of the Grey Bruce Community Legal Clinic, who will present information and answer questions covering various legal issues related to seniors.



The Elder Law Series will run monthly, on the 2nd Friday, with a different topic presented each session.

**July's Topic: Home Care Rights**

### Ageless Artists

**Tuesday, July 21**  
**1:00 - 3:00 pm**

**Friends of the Meaford Library Room**  
**Please register in advance**

Get creative with other local artists! Bring your preferred painting materials and paint your interpretation of the provided image.



For a full list of suggested materials, please see the Meaford Public Library's adult program webpage.

### Summer Library Challenge Throughout June, July, and August Monthly Draws

Chill out this summer with books, programs, and more! Try to complete all or some of the summer library challenges for a chance to win a fabulous prize! Record what you have achieved in your Summer Library Challenge Booklet and have it stamped by the library team to receive a ballot.

Each completed challenge earns a ballot for a chance to win a monthly prize.

\*Prizes will be drawn at the end of each month.



### Walk the Length of the Odyssey

**Until Friday, August 28**

**Please register to participate**

A 10-week (not years) community movement challenge! Walk, run, bike, rollerblade... just get moving! Keep track of your steps or km travelled and submit them weekly to [asolecki@meaford.ca](mailto:asolecki@meaford.ca). The participant who travels the furthest will win a heroic-age prize. Let's see if we can walk 8,043 km, Odysseus's journey home from Troy to Ithaca.



## Tweens/Teens

### Bracelet Bar for Tweens

**Friday, July 3**  
**1:00 pm**

**Ages 9-13**  
**Enabling Accessibility Fund Room**  
**Drop-in**

Get creative at our friendship bracelet workshop and design something special to wear or share! Tweens can make friendship bracelets, explore patterns, and enjoy crafting together. While supplies last.



### Colouring Page Party for Teens

**Friday, July 10**  
**1:00 pm**

**Ages 12+**  
**Friends of Meaford Library Room**  
**Drop-in**

Come to the library to relax, get creative, and connect. We will have snacks and art supplies (coloring books and markers) ready for you.



### Tiny Tale DIY Book Nook for Teens

**Friday, July 17**  
**1:00 pm**

**Ages 12+**  
**Rotary Club of Meaford Room**  
**Please register in advance**

Create your own miniature book nook to take home and display on your bookshelf! Teens will design and decorate a tiny scene that fits between books using craft supplies and their imagination. All materials provided.



### Keychain Studio for Tweens

**Friday, July 31**  
**1:00 pm**

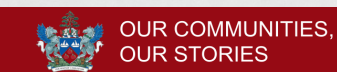
**Ages 9-13**  
**Enabling and Accessibility Fund Room**  
**Please register in advance**

Make your own custom mermaid tail keychain at the library! Design something fun and unique to clip onto your bag, keys, or backpack!



# WHAT'S HAPPENING!

at the  
**Meaford Public Library**



### Hamlet Tales: Authors Among Us

## SEAN PATRICK DOLAN

Author of  
*The Prophet of Frogs Hollow*



**Saturday, July 4**

**2:00 p.m.**  
**Riverside Community Centre**  
**(157707 7<sup>th</sup> Line, Meaford)**

**Free Event.**  
**Limited Space. Register in advance.**

Celebrate our local writers whose stories have grown from our hamlets and rural landscapes. Join us for book talks within various hamlets. Learn more by visiting [meaford.ca/25](http://meaford.ca/25)

Set in the Georgian Triangle, *The Prophet of Frogs Hollow* examines belief, belonging, and vulnerability within close-knit communities.



[www.meaford.ca/library](http://www.meaford.ca/library)  
 519-538-3500 | [libraryinfo@meaford.ca](mailto:libraryinfo@meaford.ca)

## Junior Programs

### Reel Creative

Tuesdays in July

1:00 pm

Ages 4-7

Enabling Accessibility Fund Room

Drop-in

Dive into summer with weekly crafts and activities inspired by the ocean and underwater world! From colourful creations to imaginative projects, every session offers something artistic and fun! While supplies last.



### Story Time in the Library Parkette

Wednesdays

10:30 am

All ages

Drop-in

We love sunshine, books, and fun! Join us each week and enjoy songs, stories, rhymes, and movement. Encourage a love of reading and learning as we READ, WRITE, SING, TALK, and PLAY together. Weather permitting. Otherwise will be held indoors.



### Wave Makers

Thursdays in July

1:00 pm

Ages 8-12

Enabling Accessibility Fund Room

Set sail! Each week is a new adventure with STEM! This fun and interactive program visits science, technology, engineering, and math. While supplies last.



### TD Summer Reading Club

Track your reading all summer long!

Kids and teens can visit the library to register for the TD Summer Reading Club.

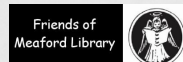
Children earn 1 ballot for every: 5 picture books, 3 graphic novels, or 1 chapter book read.

There will be draws for prizes every week until Friday, August 28.

Visit the library prior to Saturday at 5:00 pm, each week, to enter the weekly draw.

Teens can earn a ballot for every Young Adult book read. Maximum of 15 ballots. Chance to win a Nintendo Switch Lite\*!

\*Sponsored by Friends of Meaford Library



### Fishing for Sunshine with Wendy

Tomlinson

Monday, July 6

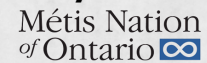
1:00 pm

Ages 8+

Enabling Accessibility Fund Room

Please register in advance

Let the sunshine through your creativity! Join Wendy Tomlinson of the Metis Nation of Ontario and make colourful fish designs that sparkle in the sunlight. Take your suncatcher home to display! All materials will be provided.



### Get Creative with Children's Author

Elly MacKay

Saturday, July 11

11:00 am

Ages 7+

Friends of Meaford Library Room

Please register in advance

A special workshop with children's author Elly MacKay! Enjoy a reading then create a miniature world with paper and light like Elly MacKay does in her books. All materials will be provided. Signed books will be available for purchase from the author.



Sponsored by Friends of Meaford Library.

### Scientists in School: Noticing Nature

Monday, July 13

1:00 pm

Ages 7-14

Friends of Meaford Library Room

Please register in advance

Participants will receive a kit to complete and the presenter will join us virtually. Chicka-dee-dee-dee! Who was that? Play a game to discover nature sounds around us. Buzz your newly created bee around flowers to pollinate them. Investigate seeds and make a seed caterpillar that will grow over time. Notice all that nature has to offer, big and small!



Sponsored by Friends of Meaford Library

### Story Time on the Go! Story Book Park

Wednesday, July 22

2:00 pm

All ages

Story Book Park: at the Picnic Shelter

Join us for a special Story Time at Story Book Park! Families are invited to enjoy interactive stories, songs, and outdoor fun.

A fun summer setting for stories and more!

\*Park admission fees apply.



### Friday Fun: Stories en Français

Friday, July 24

11:00 am

All ages

Bonjour, Friends! Join us for a simple French story time at the library! Children will enjoy French stories, songs, and rhymes in a relaxed and welcoming setting. No French experience needed, just come ready to listen, learn, and have fun together!



### Stuffed Pet Adoption

Monday, July 27

1:00 pm

Ages 6+

Friends of Meaford Library Room

Please register in advance

Looking for a cuddly new reading buddy? Come adopt your very own stuffed dog at the library! Kids will choose a plush pet, give it a name, create an adoption certificate, and decorate its kennel. A heartwarming event full of imagination, responsibility, and fuzzy fun!



## All Ages

### Paws, Paint, and Kindness

Tuesday, July 28

5:30 - 6:30 pm

Library Parkette

Please register in advance

Get creative with your dog! Using pet safe paint, paint a colourful flower using your dogs paw. A fun activity for you and your dog while learning about safe body handling and ensuring comfort. Participants will have the opportunity to practise before painting. All materials will be provided.



### Queer Fest

Saturday, July 25

1:00 - 3:00 pm

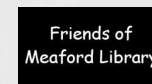
Library Parkette

Drop-in

Time to celebrate our 2SLGBTQIA+ community! Whether you are queer, questioning, or a responsible ally, you are welcome here. Let us share our love and joy for our community! Join us for some fun in the sun with games, music, art, and more!

A calming room will be available inside the library. In partnership with Queer Social Club Meaford.

Sponsored by the Friends of Meaford Library.



## Community Service Partners

### YMCA Employment Services

Tuesday, July 7 and 28

10:00 am - 12:00 pm

Rotary Club of Meaford Room

Drop-in

YMCA Employment Services can help you with career planning and development, retraining and skills upgrading, employer connections, resume writing, interview preparation, and accessing the hidden job market.



### Life Directions

Drop-in on Tuesdays

2:00 - 5:00 pm or by appointment

Weston Family Foundation Room

Life Directions specializes in providing individualized, one-on-one employment supports to jobseekers facing barriers to employment. Interested individuals can book an appointment by calling 519-378-5514 or emailing lifedirections@segss.com



### Mental Health Walk-in Support

Wednesday, July 15 and 29

1:00 - 3:00 pm

Ontario Trillium Foundation Room

Free. Walk-in for referrals, resources and/or mental health support.

For immediate support, please call the Mental Health and Addictions Wellness & Recovery Centre at 519-376-5666.



### Rapid Access Addiction Medicine (RAAM) Clinics

By Appointment:

Wednesday, July 8 and 22

1:00 - 3:00 pm

Please call 519-376-5666 ext. 1 to schedule an appointment.

Walk-in:

Friday, July 3 and 17

11:00 am - 1:00 pm

Ontario Trillium Foundation Room

RAAM Clinics provide swift access to medically assisted, integrative, and client-centered care for individuals at any stage of addiction or recovery. We address the unique needs of each client. Services available for those 16 years of age and up.





## CEO2026-03 – Board Policies Update

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**Date:** Wednesday, June 17, 2026

**From:** Lynne Fascinato, Library CEO

### Recommendation

That the Meaford Public Library Board approve the following policies:

1. Amendments to Policy 12 – The Library and Political Elections
2. Amendments to Policy 13 – Delegation of Authority to the CEO
3. Amendments to Policy 20 – Safety, Security, and Emergency in the Library
4. Amendments to Policy 39 – Financial Control
5. Amendments to Meaford Public Library Board By-laws and Governance

### Background

It is important for the Library Board to review all policies over their term to assess the need for updates. Further, the Board must also consider any additional policies required to govern the library. The above policies require revision as the current Library Board By-laws, Delegation of Authority to the CEO, and Financial Control policies, need updating for the incoming new Library Board term of 2027-2030. The Safety, Security, and Emergency in the Library Policy has to reflect changes in the Ontario Occupational Health and Safety Act. The Library and Political Elections Policy needs to reflect the upcoming Municipal election.

### Analysis

The Library CEO with staff edits, updated the selected policies. Drafts were reviewed with the Policy and Governance Standing Committee on June 4, 2026, who have recommended approval.

Select draft policies include strikeouts of old policy wording for reference. New changes are highlighted in yellow for clarification.

The following is a summary of the changes:

### Policy 12 – The Library and Political Elections

The following key changes were made:

- The addition of an introductory paragraph stating the policy refers to municipal, provincial and federal election campaigns.
- Changes to Section 2: Campaign Contributions – breaking this section into the three types of elections.
- Section 3: Use of Library Resources - was revamped for more detail. The Policy and Governance Committee discussed Section 3 (g) and proposes a Board discussion on campaigning in the library and if it will be allowed.

### Policy 13 – Delegation of Authority to the CEO

The following key changes were made:

- The addition of Point 3 ensures the CEO communicate with the Board on library matters and that library activities are compliant with legal or fiscal obligations.
- The addition of Point 4 and the authority of the CEO in cases of emergency or under authority of federal or provincial legislation.

### Policy 20- Safety, Security, and Emergency in the Library

The following key changes were made:

- Section 2: Responsibility – The addition of Point 5 and the requirement of the the CEO to develop written safety and security procedures. The addition of Point 6, identifying the composition of the Library’s Joint Health and Safety Committee.

### Policy 39 – Financial Control

The following key changes were made:

- Section 1: Accountability – the addition of Point 3(c) and that the CEO shall be the signing officer for contracts with vendors and granting agencies.
- Section 4: Budget – the addition of Point 4(b) and that the annual operating and capital budgets shall be approved at a meeting of the Library Board.
- Addition of Section 5: Estimates – the need to present to council all budget estimates needed for the year and to provide the information needed for budget sums.

### Meaford Public Library By-laws and Governance

The following key changes were made:

- By-law 2: Purpose of the board – this section was revamped to include more details taken from the PLA, section 20.
- By-law 3: Orientation and training of members of the board – revamped Point 2 to update resources given to new board members. Point 3 includes the addition of board members AODA, accessibility training.
- By-law 4: meetings of the board – Addition of sections from the PLA to sections of this by-law. More points added to clarify numbers of meetings per year, board member attendance, closed meetings, and reference to MFIPPA requests.
- By-law 5: The addition of library board members attending meetings via teleconference or internet video conferencing call.
- By-law 6: Chair of the board – revamping for more detail on chair duties.
- By-law 8: Chief Executive Officer – The addition of Terms of Reference for the Secretary and Treasurer; duties of the CEO as an officer of the library board.
- By-law 9: Order of proceedings – Addition of a better explanation of quorum from PLA, section 16(5) and the procedures involved.
- By-law 20: Amendment of By-laws – a revamp of this section to include more detail on this process.

## Strategic Priorities

The update to the policies is consistent with the Library Board's Strategic Plan 2022+.

## Consultation and Communications

Library Staff  
Meaford Public Library Policy and Governance Standing Committee

Respectfully Submitted:

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Lynne Fascinato  
Chief Executive Officer



The Meaford Public Library (the library) operates in a non-partisan manner and supports the democratic process, fundamental freedoms, and informed discussion on political issues. This policy applies to municipal, provincial, and federal election campaign periods.

### **Section 1: Scope and Responsibility**

1. This policy applies to library Board members, employees and volunteers:
  - a) in dealings with candidates and political parties, and
  - b) the use of library resources during the campaign periods for **municipal all** elections. ~~but these rules and procedures will also be used for provincial and federal elections.~~
2. It is the responsibility of the CEO or designate to ensure that the library complies with legislation related to elections at all levels - municipal, provincial, and federal.

### **Section 2 Campaign Contributions**

The library complies with legislation on campaign contributions at all levels.

#### **1. Municipal Elections**

The board may not contribute to the campaign of any candidate ~~or political party~~ in the form of money, goods, or services. This is in accordance with the *Municipal Elections Act*, Section 88.8 (4).

#### **2. Provincial Elections**

The board may not contribute to the campaign of any candidate of a provincial election, constituency association, nomination contestant, candidates, and leadership contestant of provincial political parties in the form of money, goods or services. This is in accordance with the Ontario *Elections Finances Act*, Section 16(1).

#### **3. Federal Elections**

The board may not contribute to the campaign of any candidate of a federal election, a registered party, a registered association, nomination contestant, and leadership contestant of federal political parties in the form of money, goods or services. This is in accordance with the *Canada Elections Act*, Section 363(1).

### Section 3: Use of Library Resources and Property

1. It is the responsibility of the library to ensure that no candidate, registered third-party advertiser, or political party is provided with an unfair advantage in the use of library resources at any time.
2. For municipal elections, by May 1<sup>st</sup> in the election year, the library establishes the rules and procedures with respect to use of library resources during the period leading up to the municipal election. This requirement is found in the ***Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.***, Section 88.18.
3. Rules for use of library resources and property are as follows:
  - a. All candidates and political parties have equal access to publicly available resources and library services.
  - b. Meeting rooms may be rented in accordance with the ***Policy 10 -Meeting Rooms*** .
  - c. Library equipment, supplies, or personnel cannot be provided to candidates for campaign purposes.
  - d. The library's logo cannot be used in any campaign material.
  - e. All-candidates meetings may be held at the library, either as a library program or sponsored by another group, provided that all candidates are invited to attend such meetings. A candidate shall not be featured or promoted in association with any other regular library program or event.
  - f. Candidates and political parties are permitted to distribute campaign materials on public rights-of-way at the library, unless prohibited by a municipal by-law.
  - g. In accordance with the ***Canada Elections Act***, Section 81.1(1), federal election candidates or their representatives are allowed to campaign in facilities that are available for free to the public. During municipal and provincial elections, candidates are granted the same right to campaign in the library. Such activities must be coordinated with the CEO or designate to avoid any conflict with regular or planned library operational needs. **LIBRARY BOARDS CAN DECIDE that NO CAMPAIGNING IS ALLOWED IN THE LIBRARY AS A PUBLIC PLACE BECAUSE IT IS DEEMED TO BE "INCOMPATIBLE WITH THE FUNCTION AND PURPOSE OF THE PLACE. Municipality allows campaigning in Municipal buildings as long as they are rented and paid in accordance with regular procedures.**
  - h. No election sign or poster specific to a candidate or political party can be posted on the grounds of the library or in the library building.

#### **Section 4: Employee and Volunteer Participation in Election Campaigns**

1. Any library employee running as a candidate in the municipal election will comply with Section 30 of the *Municipal Elections Act*.
2. A library employee or volunteer involved in a political campaign must be politically neutral in carrying out his or her library duties and must not participate in campaign activities during his or her working hours.

#### **Section 5: Library Board Members as Candidates**

1. Board members may continue their library board responsibilities when they are running for office.

#### **Section 6: Requests for Information About the Library**

1. The CEO will coordinate requests for information about the library received from candidates or political parties.
2. Information that is provided by the library to one candidate or political party will be provided to all other candidates and political parties upon request during an election.
3. Any candidate or political party may request a meeting with the CEO or tour of the library.

#### **Related Documents**

Meaford Public Library, Policy 10 – Meeting Rooms  
Meaford Public Library, Policy 1 - Intellectual Freedom  
Canada Elections Act (S.C. 2000, c. 9)  
Election Finances Act, R.S.O. 1990, c. E.7  
Municipal Affairs Act, R.S.O. 1990, c. M.46  
Municipal Elections Act, 1996, S.O. 1996, c. 32, Sched.

Approved: May 2018

Revised: June 2026



**Meaford Public Library**  
**Delegation of Authority to the CEO**  
**Policy-13**  
**June 2026**

In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44, s. 15(2), the library board appoints a Chief Executive Officer (CEO) who shall have general supervision over, and direction of, the operations of the Meaford Public Library and its employees. This policy outlines the nature of the library board's relationship with the CEO.

1. The CEO is the link to library operations; the library board directs the Library CEO through:
  - a) decisions made at board meetings, by majority vote
  - b) approved written policies
  - c) approved budgets and plans
  - d) the CEO job description

Only official decisions of the full library board are binding on the Library CEO. Decisions or instructions of individual board members are not binding on the Library CEO.

2. Within this delegation of authority for operational matters the CEO will:
  - a. take, or approve lawful actions in the name of the library
  - b. take actions consistent with the board's mission, vision, values and policies
  - c. be responsible for the employment, management and performance evaluation of all library employees
  - d. design, implement and manage all operational practices and activities

3. The CEO will ensure that the library board remains informed on library matters and will provide assurance that the library activities are compliant with legal or fiscal obligations.

4. In cases of emergency or special circumstances where it is necessary to act outside the terms of a delegated authority outlined here, the CEO is given authority to take such action as necessary to rectify the situation. The CEO is also given the authority to modify any written Emergency or Business Continuity Plans created in advance of this circumstance. All such actions shall be reported immediately to the Chair and then the Board. At all times, the Board retains its authority

as employer and the CEO retains authority over library operations and staff, unless such authority is suspended under federal or provincial legislation.

Approved: May 2018  
Revised: June 2026

DRAFT



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**Meaford Public Library**  
**Safety, Security, and Emergency in the Library Policy**  
**Policy-20**  
**June 2026**

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The Meaford Public Library Board (the library) is committed to providing a safe and secure environment for all who use the library. The board also acts to protect and secure library property.

**Section 1: Scope**

The board, employees, and volunteers take initiative on safety issues and contribute to solving problems and preventing safety hazards on an ongoing basis.

**Section 2: Responsibility**

1. The board, Chief Executive Officer (CEO), employees and volunteers share the responsibility for a safe environment in the library.
2. The board requires employees to take responsibility for their own safety, as well as that of the public spaces in the library.
3. All board members, staff, and volunteers will take initiative on public safety issues and will work to solve problems and make improvements on an ongoing basis.
4. The board ensures that funding, time, and resources are dedicated to training employees and volunteers in safety, security, and emergency procedures.
5. The CEO or designate develops written safety and security procedures that include implementation plans, enforcement, and reporting for prevention and mitigation of:
  - harassment and violence in the workplace
  - criminal activity
  - disasters and emergencies that include medical and fire
6. The library has its own Meaford Public Library Joint Health and Safety Committee (JHSC) and appoints one supervisor and one worker member from staff to participate. The worker member is a part of the Municipality of Meaford's Health and Safety Program Committee. The Municipality of Meaford also develops safety and security programs that include procedures, implementation plans, enforcement, and reporting for prevention and mitigation of health and safety

matters, that all Municipal employees, including library employees follow.

7. **Employees** will enforce the *Library Rules of Conduct (Policy 5)* to ensure safety and security in the library. See Appendix A.
8. In accordance with **Ontario Regulation 191/11 Integrated Accessibility Standards**, all emergency procedures, plans, or public safety information will be made available to the public in an accessible format or with appropriate communication support, upon request.
9. The library may close, if necessary, in emergencies or catastrophes including, but not limited to, extreme weather and power failure. The primary consideration is the safety of all persons in the building and on the property. The CEO or designate will determine when to close the library and ensure appropriate communication is addressed.
10. The library co-operates with other agencies responsible for health and safety and local emergency preparedness.

Related Documents:

**Occupational Health and Safety Act**, R.S.O. 1990, chapter O.1

**Ontario Regulation 191/11** – Integrated Accessibility Standards

Meaford Public Library, **Policy 5 - Library Rules of Conduct**

Meaford Public Library, **Policy 36 - Library Accessible Customer Service**

Meaford Public Library, **Policy 38 - Human Resources**

**Municipality of Meaford – Health, Safety and Wellness Policy**

**Municipality of Meaford, D-06 Discrimination and Harassment-Free Workplace Program**

**Municipality of Meaford, D-07 Violence-Free Workplace Program**

**Municipality of Meaford, D-21 Inclement Weather Conditions**

**Meaford Public Library, Emergency Evacuation Plan and Procedures, June 2025**

Approved: May 2016

Revised: June 2026

### **Appendix A – Policy 5 – Library Rules of Conduct**

Everyone is welcome at the library. We are committed to creating and maintaining a safe, positive, and quality environment where we treat each other with respect and courtesy as set out in the Ontario Human Rights Code.

At the Meaford Public Library, everyone's conduct will be:

- Mutually respectful
- Responsible
- Law-abiding
- Considerate of library property

Everyone is expected to:

- Attend to and supervise children in their care.
- Attend to personal belongings.
- Dress appropriately, including always wearing shoes and shirts.
- Consume food and drink subject to responsible behavior.
- Notify library staff before posting notices, flyers, or brochures.

The library will exercise zero tolerance to:

- Harassment, assaults, or use of insulting or threatening language to any library customer or staff member. This rule applies to behavior both in person and over the telephone, e-mail, or other electronic means.
- Vandalism, theft, or weapons. This includes changing passwords or homepages on the library's computers; defacing library materials; copying audiovisual materials; defacing library property.
- Disruptive behavior, obscene language, or any other unacceptable behavior
- Intoxicated individuals or anyone who can be seen as a threat to public health and safety.
- The use of rollerblades, skateboards, etc. are not permitted in the library.
- Photographing, filming, or videotaping without prior approval from the Library CEO or designate.
- Petitioning, soliciting, or engaging in commercial activity may not be conducted on library premises unless authorized by the Library CEO or designate.
- Using cell phones, laptops, computers, or other devices in a manner which disturbs others use of the library.
- Occupying areas designated for staff unless accompanied by an authorized staff member.
- Smoking or vaping.
- Sleeping in the library.
- Library materials in public washrooms of the library.
- All service animals will be permitted at the library. Other animals may be permitted at the discretion of staff. Animals must be well behaved and under the owner's control at all times. Should a patron require accommodation for health reasons due to service animals being present in the library, staff will ensure the patron is accommodated.

Those persons who do not follow the Library Rules of Conduct may be subject to the following:

- Exclusion from the library
- Suspension of library privileges
- Cost-recovery for damages
- Prosecution

Appeal Process:

1. Individual(s) wishing to appeal any disciplinary measure may present their case to the Library CEO in writing within 14 days of the decision. The written appeal must be mailed to the Meaford Public Library, Attention Library CEO, 11 Sykes Street North, Meaford, ON, N4L 1V6.
2. The Library CEO, in consultation with the appropriate staff and the Library Board, will review the appeal and any decision made is final.

**Related Documents:**

***Child and Family Services Act***, R.S.O 1990, c. C.11

***Criminal Code*** R.S.C., 1985, c.C46

***Human Rights Code***, R.S.O. 1990, c.H.19

Meaford Public Library, ***Policy 2 Internet Services***

***Public Libraries Act***, R.S.O. 1990, c. P.44

***Trespass to Property Act***, R.S.O. 1990, c. T.21

Approved: January 2000

Revised: June 2013

Revised: July 2017

Revised: May 2023



The Meaford Public Library Board is accountable to the community for the library's financial affairs. The board must ensure adequate controls are in place to manage finances and see that the library has adequate resources to deliver service and fulfill its mission. This policy sets out the board's financial practices.

**Section 1: Accountability**

1. Financial year  
The financial year of the Meaford Public Library shall terminate on the 31<sup>st</sup> day of December in each year.
2. Bank accounts  
In accordance with the **Public Libraries Act**, R.S.O. 1990, c. P44 s. 15(4b), the treasurer will open an account or accounts in the name of the board in a chartered bank, trust company or credit union approved by the board.
3. Signing officers
  - a) The board shall appoint at least three signing officers, one of which will be the treasurer.
  - b) All cheques or other orders for the payment of money in the name of the Meaford Public Library shall be signed by any two signing officers.
  - c) The CEO shall be the signing officer for contracts with vendors and granting agencies.
4. Budget
  - a) The Annual Operating and Capital budgets shall be approved at a meeting of the library board.
5. Estimates
  - a) In accordance with the Public Libraries Act, s. 24(1), the board shall submit to council, annually on or before the date and in the form specified by council, estimates of all sums required during the year for the purposes of the board.
  - b) The board will provide sufficient information to support the estimates.

## Section 2: Financial Monitoring

1. The board monitors the finances to ensure that the ongoing financial position of the library is consistent with the priorities approved by the board. The board shall monitor the monthly financial report as prepared by the CEO/Treasurer at each meeting.
2. In accordance with the **Public Libraries Act**, s. 24(7), the accounts of the board shall be audited, by a person appointed under section 296 of the **Municipal Act**, S.O. 2001, c. 25 and submitted to the council annually on or before the date specified by the council.
3. An audit may also be undertaken, upon the death, resignation, dismissal or other termination of the treasurer of the board, and at such other times as the board shall direct.

## Section 3: Financial Responsibilities of Chief Executive Officer (CEO)

1. The Library CEO will be the treasurer for the library board and will maintain and report on library finances.
2. ~~The CEO will submit a copy of the audited financial statement to the Ministry of Culture as part of the requirements to complete the Ontario Public Libraries Annual Survey.~~
3. The CEO is authorized to operate the library within the approved budget and shall authorize payments of all invoices and payroll within the budgeted amounts.
4. The CEO will submit a copy of the audited financial statement to the provincial Ministry responsible for libraries as part of the requirements to complete the Public Library Operating Grant (PLOG) application, if required or upon Ministry request.
5. The CEO may apply for, and bind, any grants deemed appropriate for the operations of the library.
6. The CEO may accept donations of cash, in-kind, or materials to support the operations of the library.

### Related Documents:

Meaford Public Library, **Board Bylaws**

Meaford Public Library, **Policy 30 – Collection Development**

Meaford Public Library, **Policy 40 Purchasing Policy**

**Public Libraries Act**, R.S.O. 1990, c. P44

**Municipal Act, 2001**, S.O. 2001, c. 25

Approved: July 2012  
Revised: June 2017  
Revised: June 2026

DRAFT



**Meaford Public Library Board  
By-laws and Governance  
June 2026**

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## **By-law 1                      Statement of authority**

The Meaford Public Library is established in accordance with the *Public Libraries Act*, R.S.O. 1990, c. P.44 and is under the management and control of the Meaford Public Library Board which is a corporation operating under the authority of the Act.

The Meaford Public Library Board recognizes that the Act sets out procedures for the appointment of members of the board, the qualifications of members, term of membership, disqualification of members, and vacancies on the board.

## **By-law 2                      Purpose of the board**

The Meaford Public Library Board shall seek to provide a comprehensive and efficient public library service that reflects the community's unique needs.

The Meaford Public Library Board:

1. Has legal responsibility for the Meaford Public Library;
2. Determines and adopts written policies to govern the operation of the board and library;
3. Understands the library related needs of the community;
4. Determines the goals and objectives of the library and secures adequate funds to fulfill these goals;
5. Appoints a competent and qualified Chief Executive Officer; evaluates and fixes the rate of pay of the CEO, and if necessary, dismisses the CEO;
6. Ensures that the library is operated in accordance with the Public Libraries Act, R.S.O. 1990, chapter P.44.

The powers and duties of the library board are prescribed in the ***Public Libraries Act***, R.S.O. 1990, chapter P44, to which this by-law adheres. The role of the library board is to govern the affairs of the library, and in accordance with the ***Public Libraries Act***, section 20, the library board:

- a. shall seek to provide, in co-operation with other boards, a comprehensive and efficient public library service that reflects the community's unique needs
- b. shall operate one or more libraries and ensure that they are conducted in accordance with this Act and the regulations
- c. may operate special services in connection with a library as it considers necessary
- d. shall fix the times and places for board meetings and the mode of calling and conducting them, and ensure that full and correct minutes are kept
- e. shall make an annual report to the Minister and make any other reports required by this Act and the regulations or requested by the Minister from time to time
- f. shall make provisions for insuring the board's real and personal property
- g. shall take proper security for the treasurer

- h. may appoint such committees as it considers expedient
- i. Under the *Public Libraries Act*, (Section 15(2)), the library board must appoint a Library CEO, and it is that person to whom the library board delegates authority for management of library operations.
- j. Dismisses the CEO if necessary.

### **By-law 3                      Orientation and training of members of the board**

In order to prepare and educate Board members to work and serve effectively, the orientation of new Board members is necessary. An effective Board orientation also supports a common and shared understanding of the authority of the Board, the duties and responsibilities of the Board, and of individual Board members.

~~The Chief Executive Officer shall ensure that all new board members receive an introduction to the library, its facilities, staff and services within two months of their appointment to the library board.~~

- 1) The Chief Executive Officer (CEO) and the board chair shall be responsible for developing an agenda to provide an orientation which shall include, but not be limited to:
  - a) information on the library's vision, mission and values
  - b) an overview of the ***Public Libraries Act***, R.S.O. 1990, c. P44
  - c) an overview of the board by-laws and governance policies
  - d) a discussion on the purpose, structure, code of conduct and function of the library board
  - e) a tour of the library and an introduction to employees and services

~~Each Board member shall receive the current *Library Board Orientation Kit* produced by the Ontario Library Service (OLS). Local information shall be inserted into this kit, including:~~

- ~~1. The library's By laws and policy statements;~~
- ~~2. Guidelines for the position of library trustee;~~
- ~~3. The library's current budget;~~
- ~~4. The library's latest audited financial statement;~~
- ~~5. The names, addresses, and telephone numbers of other members; and~~
- ~~6. Package of materials from the previous meeting (minutes, reports, etc.).~~

- 2) Each board member will receive:
  - a) the current Meaford Public Library By-laws and policies
  - b) the library's current Strategic Plan document
  - c) a copy and overview of the annual current budget
  - d) an application for library membership
  - e) a copy of the current legislation - *Public Libraries Act R.S.O. 1990*

- f) a copy or online link of the **Library Board Orientation** materials prepared by the Ontario Library Service
  - g) a copy of **Cut to the Chase: Ontario Public Library Governance at a Glance.** (Ontario Library Boards' Association)
  - h) The names, addresses, and telephone numbers of other board members; and
  - i) Package of materials from the previous meeting (minutes, reports, etc.)
- 3) Board members will receive training on the accessibility standards set out in the Regulations of the *Accessibility for Ontarians with Disability Act*, including training on the *Human Rights Code* as it pertains to persons with disabilities
- 4) Ongoing training ensures that library board members focus on good governance, strategic directions and policy implications rather than on operational details. This policy ensures that library board members have access to, and avail themselves of, training opportunities.

To ensure ongoing education, the library board will:

- a) schedule time for board training or education pieces
- b) maintain a membership in the Ontario Library Association and the Ontario Library Boards' Association
- c) assign a representative who will attend the Ontario Library Service Board Assembly meetings and report back to the library board
- d) fund two board members to attend a relevant conference (e.g. OLA SuperConference) annually
- e) The library board will receive information from the Chief Executive Officer (CEO) about training and networking offered by various organizations in Ontario.
- f) The cost of any training must be approved by the library board before it is undertaken.
- g) Board members will report on their participation in training events.
- h) Board members are encouraged to participate in training opportunities that include, but are not limited to:
  - I. effective governance
  - II. planning
  - III. advocacy
  - IV. funding development

V. decision making

**By-law 4 Meetings of the board**

1. In accordance with the Public Libraries Act, section 14(1), the first meeting shall be called by the Chief Executive Officer (CEO) of the library board, in each new term, upon receipt of the confirmation of appointments from the municipal clerk. This inaugural meeting shall be held as soon as possible after the appointments are made by municipal council. At this first meeting, the CEO oversees the elections of the officers. The elections begin with the position of chair. At the first meeting of the new term, members of the library board shall elect a vice chair from among the members.
2. In accordance with the Public Libraries Act, section 15, the library board shall appoint a Chief Executive Officer (CEO), who shall also be secretary and treasurer of the library board, as allowed by the Public Libraries Act, section 15(5).
3. If any of the officers retire, step down or are dismissed during his/her term, the library board must immediately elect or appoint a new officer.

~~The Chief Executive Officer (CEO) shall call the inaugural meeting of the Meaford Public Library Board in each new term upon receipt of the confirmation of appointments from the Municipal Clerk and a By-law from the Municipal Council.~~

4. ~~Regular meetings~~ of the Meaford Public Library Board shall be held at least seven times a year. 2. — In accordance with the Public Libraries Act, section 16(1), the library board shall hold at least seven regular meetings each year and at such other times as it considers necessary. While a library board may have standing committees, the Meaford Public Library will meet “as a whole” and only use ad hoc committees, as necessary, for special purposes
5. In accordance with the Public Libraries Act, section 16(2), the chair or any two members of the library board may summon a special meeting by giving each member reasonable notice in writing, specifying the purpose for which the meeting is called, which shall be the sole business transacted at the meeting.
6. In accordance with the Public Libraries Act, section 16.1 (2), board meetings will be open to the public unless the subject matter being considered falls within the parameters of the Public Libraries Act, s. 16.1(4) as stated in point 5 of this section of this by-law. ~~Despite any other Act, Board meetings shall be open to the public, except where the board is of the opinion that intimate financial or personnel matters may be disclosed at a meeting.~~
7. In accordance with the *Public Libraries Act*, s. 16.1(4), a meeting or part of a meeting may be closed to the public if the subject matter being considered is:

- a) the security of the property of the board;
- b) personal matters about an identifiable individual;
- c) a proposed or pending acquisition or disposition of land by the board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the board;
- f) advice that is subject to solicitor-client privilege, including communications; necessary for that purpose
- g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act.

8. In accordance with the Public Libraries Act, section 16.1 (5) and (6), a meeting shall be closed to the public if the subject matter relates to the consideration of a request under the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, chapter M56, if the board or committee of the board is the head of an institution for the purposes of that Act. Before holding a meeting or part of a meeting that is to be closed to the public, the library board or committee of the board shall state by resolution:

- a) the fact of the holding of the closed meeting
- b) the general nature of the matter to be considered at the closed meeting

9. When the board determines that matters should be dealt with in the absence of the public or a staff member, a motion to move into **in-camera session** must be moved, seconded and approved by a majority vote. Motions to move in-camera are not debatable. At the conclusion of the in-camera session, a motion must be moved, seconded and approved by a majority vote to return to public session. A motion to confirm any motions approved during the in-camera session shall be made.

#### **By-law 5                      Attendance at meetings**

Regular attendance of all board members at board meetings is vital to the satisfactory conduct of board business. Since the board 'as a whole' has the authority to act, and not individual members, the board meeting is the major opportunity for the board to do its work – to make decisions, solve problems, educate board members, plan for the future and review monitoring or evaluation material submitted by staff. ~~In the event that a member must be absent from any meeting, that member shall notify the secretary prior to the day of the meeting.~~ If a member must be absent from any meeting, that member shall notify the secretary as soon as possible prior to the meeting.

In accordance with the Public Libraries Act, s. 13, should a member be absent for three (3) consecutive meetings, the board, shall:

- a. consider the member disqualified from the board and notify the appointing council that the seat is vacant, or

b. consider the circumstances of the absence and pass a resolution authorizing that person to continue as a board member

Should a member be absent for three (3) consecutive meetings, the board shall consider the circumstances of the absence and either:

1. — Notify the Municipal Council that the seat is vacant; or
2. — Pass a resolution authorizing that person to continue as a board member until the next meeting.
3. —

Board members may attend board meetings via teleconference/video call.

- a) As all board meetings are open to the public, teleconference/video meetings must be conducted in such a way that all members participating can hear/see each other, at the same time, and that the public can also hear/see the deliberations.
- b) Attendance of board members via a teleconference/video call is not considered as a presence when establishing a quorum.
- c) Once quorum is established "in situ", business proceeds as usual and votes are recorded by name in roll-call fashion.

Board members may attend library board meetings remotely via teleconference or Internet video conferencing call.

- a) As all board meetings are open to the public, these meetings must be conducted in such a way that all members participating can hear each other, at the same time, and that the public can also hear the deliberations.
- b) A member of the library board or a committee may attend, participate, and vote at an open or closed meeting remotely.
- c) Members who wish to attend a meeting remotely must give notice two (2) hours before the commencement of the meeting to the Secretary so that the equipment can be made ready.
- d) Meeting minutes will reflect that a member is participating remotely.
- e) Quorum applies to the members attending in person and remotely.

#### **By-law-6                      Chair of the board**

1. In accordance with the *Public Libraries Act*, R.S.O. 1990, c. P44 section. 14 (3), a board shall elect one of its members as chair at its first meeting in a new term.

2. The term of office for the chair of the Meaford Public Library shall be for the term of the library board.
3. The chair leads the library board, acts as an official representative of the library, ensures the proper functioning of the board and the proper conduct of board business, in accordance with appropriate legislation and prescribed rules of procedure adopted by the board.
4. The chair will:
  - a. preside at regular and special meetings of the library board
  - b. set the agenda in consultation with the Library CEO
  - c. ensure that business is dealt with expeditiously and help the library board work as a team
  - d. in accordance with *Public Libraries Act*, section 16(6), vote on all questions
  - e. act as an authorized signing officer of all documents pertaining to board business
  - f. co-ordinate the CEO evaluation process
  - g. share with the CEO the responsibility for conducting board orientation
  - h. represent the library board, alone or with other members of the library board, at any public or private meetings for the purpose of conducting, promoting, or completing the business of the library board
  - i. not commit the library board to any course of action in the absence of the specific authority of the library board

The chair of the Meaford Public Library Board acts as an official representative of the library and in a leadership role to the board, ensures the proper functioning of the board and the proper conduct of board business, in accordance with appropriate legislation and prescribed rules of procedure.

In addition, the chair is responsible for:

1. Presiding at regular and special meetings of the board in accordance with the *Public Libraries Act* and other relevant legislation, and with the rules of procedure adopted by the board;
2. Serving as an ex-officio member of all board committees;
3. Acting as an authorized signing officer of all documents pertaining to board business;
4. Representing the board, alone or with other members of the board, at any public or private meetings for the purpose of conducting, promoting or completing the business of the board;
5. Determining the responsibility of committees to deal with matters which arise where it is unclear which committee has responsibility, subject to eventual confirmation by the board;

6. ~~Ensuring that vacancies on board committees are filled as expeditiously as possible; and~~
7. ~~Advising the vice chair, if for any reason, the chair is temporarily unable to perform these functions.~~

~~The chair shall not commit the board to any course of action in the absence of the specific authority of the board.~~

~~The term of office for the chairperson of the Meaford Public Library Board shall be for the term of Council. The election shall take place at the inaugural meeting of the board.~~

#### **By-law 7 Vice-Chair of the board**

In the absence of the chair, the vice-chair of the Meaford Public Library Board acts as an official representative of the library and in a leadership role to the board, ensures the proper functioning of the board and the proper conduct of board business, in accordance with appropriate legislation and prescribed rules of procedure.

In addition, the vice-chair is responsible for:

1. Exercising all powers and performing all duties of the chair, in the absence of the chair; and
2. Exercising such powers and duties as may, from time to time, be assigned by the board.

The term of office of the vice-chair of the Meaford Public Library Board shall be for the term of Council. The election shall take place at the inaugural meeting of the board.

#### **By-law 8 Chief Executive Officer**

~~The board shall employ a chief librarian who shall be an officer of the board but is not a voting member of the board.~~ 1. In accordance with the Public Libraries Act, section 15(2), the library board appoints the chief executive officer who shall attend all board meetings.

As an employee officer of the board, the CEO:

- a) acts as the secretary/ treasurer to the board;
- b) does not vote on board business;
- c) sits ex-officio on all the committees of the board and acts as a resource person;
- d) assists and supports the library board at the presentation of the library budget estimates before the council
- e) reports directly to the board on the affairs of the library and makes

- recommendations he or she considers necessary;
- f) interprets and communicates the board's decisions to the staff.

The board delegates the authority for management and operation of services to the CEO per Policy 13 – Delegation of Authority to the CEO.

The board shall establish a job description, hours of work, salary, and benefits for the position. The job description shall clearly list the duties assigned to the position and establish the reporting relationships of the CEO.

The board shall conduct an annual evaluation of the performance of the CEO to aid in setting objectives for the next year.

#### Terms of Reference of the Secretary:

1. As permitted by the Public Libraries Act, section 15(5), the Chief Executive Officer of the Meaford Public Library shall serve as the secretary of the library board.
2. The secretary acts as the record-keeper to the library board. In the absence of the secretary, the library board may appoint one of its members as the acting secretary.
3. In accordance with the Public Libraries Act, s. 15(3), the secretary will:
  - a. conduct the board's official correspondence
  - b. keep minutes of every meeting of the board
4. In addition, the secretary will:
  - a. prepare the agenda prior to each board meeting, in cooperation with the chair
  - b. distribute the agenda, with all reports and enclosures, to all board members prior to the relevant board meeting
  - c. distribute the minutes to all board members not less than three days prior to the next board meeting.

#### Terms of Reference of the Treasurer

1. As permitted by the Public Libraries Act, section 15(5), the Chief Executive Officer of the Meaford Public Library shall serve as the treasurer of the library board.
2. The treasurer shall monitor the financial activities of the library and shall ensure that complete and accurate records are kept in accordance with generally accepted accounting practices.
3. In accordance with the Public Libraries Act, s. 14(4), the treasurer will:

- a. receive and account for all the library board's money
- b. open an account or accounts in the name of the library board in a chartered bank, trust company or credit union approved by the board
- c. deposit all money received on the library board's behalf to the credit of that account or accounts
- d. disburse the money as the library board directs

4. The treasurer will act as an authorized signing officer of all documents pertaining to the financial business of the library board.

5. The treasurer will provide the library board with a report of all financial transactions and of the financial position of the library, monthly or as otherwise required.

#### **By-law 9                      Order of proceedings**

The rules contained in the current edition of *Robert's Rules of Order* shall govern the proceedings of the library board in cases where there are no By-laws of the board in place.

Meetings shall be **called to order** by the chair as soon after the hour fixed for a meeting as a quorum is present. In the absence of the chair, the vice-chair will preside over the meeting.

No business of the board shall be transacted except at a meeting at which a majority of the board is present.

**Quorum** - In accordance with the *Public Libraries Act*, section 16(5), the presence of most of the board is necessary for the transaction of business at a meeting.

- a. Where a quorum is not present within fifteen minutes of the hour fixed for a meeting, the secretary shall record the names of the board members present and the meeting shall stand adjourned until the next meeting or until a special meeting is called.
- b. Nothing in the foregoing shall prohibit the members in attendance for a regular meeting, when no quorum is present, from constituting themselves as a committee dealing with such agenda items as they see fit. However, no decisions taken at such meeting may be executed until ratified by motion at a regular meeting of the library board.
- c. If notified by a majority of board members of their anticipated absence from a meeting, the secretary shall notify all members of the library board that the meeting is cancelled.

~~Where a quorum is not present within thirty minutes after the hour fixed for a meeting, the secretary shall record the names of the board members present and the meeting shall~~

~~stand adjourned until the next meeting or until a special meeting is called.~~

~~Nothing in the foregoing shall prohibit the members in attendance for a regular meeting, when no quorum is present, from constituting themselves as a committee dealing with such agenda items as they see fit. However, no decisions taken at such meeting may be executed until ratified by motion at a regular meeting of the board.~~

~~If notified by a majority of board members of their anticipated absence from a meeting, the secretary shall notify all members of the board that the meeting is cancelled.~~

The order of business for all regular meetings of the board shall be as follows:

1. Call to order
2. Declaration of any conflicts of interest
3. Approval of the agenda
4. Minutes of the preceding meeting
5. Business arising from the minutes
6. Treasurer's report
7. Correspondence
8. Public questions
9. Reports and matters tabled
  - Chair's report
  - CEO and staff reports
  - Committee reports
  - Member of Council report
  - Friends of Meaford Library (FOML) report
  - Owen Sound & North Grey Union Public Library (OSNGUPL) report
10. New business
11. Staff Recognition (if applicable)
12. In-camera (if necessary)
13. Round table
12. Date of the next meeting

### 13. Adjournment

All business shall be dealt with in the order of the agenda unless otherwise decided by the board.

#### **By-law 10 Conduct of proceedings**

It shall be the duty of the chair of the Meaford Public Library Board to act in a leadership role to the library board, ensuring that business is dealt with expeditiously, and also to help the library board work as a team. It is the duty of the chair of the library board to:

1. Open meetings of the board by calling the members to order;
2. Announce the business before the board in the order of which it is to be acted upon;
3. Receive and submit, in the proper manner, all motions presented by the members of the board;
4. Put to vote all motions which are moved and seconded in the course of proceedings, and announce the results;
5. Decline to put to vote motions which infringe the rules of procedure;
6. Restrain the members, when engaged in debate, within the rules of order;
7. Exclude any person from a meeting for improper conduct;
8. Enforce the observance of order and decorum among the members;
9. Authenticate, by signing, all By-laws, resolutions and minutes of the board;
10. ~~Inform the board, when necessary or when referred to for the purpose, in a point of order or usage;~~ Instruct the library board on the rules of order
11. Represent and support the board, declaring its will, and implicitly obeying its decisions in all things;
12. Receive all messages and communications and announce them to the board;
13. ~~Appoint members to committees;~~ Normally they are appointed by vote by the Board  
See By-law 14.
14. Ensure that the decisions of the board are in conformity with the laws and By-laws governing the activities of the board.

## **By-law 11 Rules of Debate**

In directing the course of debate, the chair shall:

1. Preserve order and decide questions or order;
2. Designate the member who has the floor when two or more members wish to speak;
3. State all motions presented or require the secretary to read the motion before permitting debate on the question;
4. Put the question to vote when all members wishing to speak to it have spoken once or when further debate will not serve to advance the business before the board.

In addressing the board, no member shall:

5. Speak beside the question in debate;
6. Reflect upon any prior determination of the board except to conclude such remarks with a motion to rescind such determination;
7. Interrupt the member who has the floor except to raise a point of order; or
8. Speak more than once to the same question except upon the consideration of a report referred by a committee to the board for a decision, in explanation of a statement which may have been interpreted incorrectly, or with permission of the board after all other members so desiring have spoken.

Any member may require the question or motion under discussion to be read at any time during the debate.

Every member present, when a question is put, shall vote thereon unless a member has declared a conflict of interest. A member who refuses to vote shall be deemed to have abstained.

## **Board Meeting Ground Rules**

The board values a diversity of opinions and strives to set an environment conducive to exploring ideas.

1. Everyone's opinion counts and should be heard;
2. Only one conversation at a time;
3. No phone calls, texting, or interruptions during meetings;
4. Comments on ideas are supportive, rather than judgmental;
5. Everyone will offer insight.

**By-law 12****Motions**

1. A motion must be seconded before it can be debated, put to vote or recorded in the minutes;
2. After a motion has been properly moved and seconded, it can only be withdrawn by resolution approved by the board; .
3. A motion properly before the board must receive disposition before any other motion to amend, adjourn, extend hour of proceedings, or on a matter or privilege;
4. ~~Only one motion to amend the main motion shall be allowed;~~ A Robert's Rules allows a primary amendment, and one secondary amendment (an amendment to the amendment). You cannot go to a third-degree amendment.
5. A motion to adjourn is not debatable, cannot be amended.
6. A motion for reconsideration of a question which has been decided upon but not acted upon may be made at any time by a member who voted on the question with the majority. Until the motion for reconsideration has been resolved ~~received disposition~~ no further discussion of the question shall be allowed;
7. A motion containing ~~distinct proposals~~ separate and independent proposals may be divided with agreement of the board.

**By-law 13 Voting on motions**

1. In accordance with the Public Libraries Act, s. 16(6), the chair may vote with the other members of the board upon all questions;
2. Any question on which there is an equality of votes, for and against, shall be deemed to be a negative vote;
3. Only committee members may move and second motions and vote in committee meetings. All board members may participate in discussions of matters before the committee;
4. A separate vote shall be taken upon each proposal contained in a question divided with the approval of the Board;
5. Voting shall normally be by a show of hands;
6. Upon the request of a member who was present when the question was stated, a recorded vote shall be taken;

7. As the CEO is not a member of the board, the CEO does not cast a vote.
8. Once approved, minutes of meetings are the official record of decisions and provide direction for officers and employees in their subsequent actions;
  - a) Minutes are approved at the next meeting of the board and signed by the chair and **CEO/Secretary**;
  - b) Minutes (excluding *in camera* minutes) are public documents and shall be made available to the public;
  - c) Minutes of closed meetings are kept separately and held to be confidential.

#### **By-law 14 Committees of the board**

The board may appoint the following standing committees:

1. Finance and Personnel
2. Governance and Policy
3. Public Relations
4. Funding Development
5. Others deemed necessary from time to time.

**The board shall appoint members to ad hoc committees.**

The Meaford Public Library Board shall be responsible for establishing terms of reference and specific duties for each of these committees.

At the first meeting of each committee each year, a chair shall be elected from the committee members appointed.

Meetings of committees may be called by the chair of the committee or by a majority of the members of a committee.

Committees shall operate with the terms of reference established and approved by the Board. The terms of reference may be amended on a two thirds majority vote by the board.

#### **By-law 15 Financial year**

The financial year of the Meaford Public Library Board shall terminate on the 31st day of December in each year.

#### **By-law 16 Signing officers of the board**

The Board shall appoint at least three signing officers of the board.

All cheques or other orders for the payment of money in the name of the Meaford Public Library Board shall be signed by any two signing officers.

#### **By-law 17 Bank accounts**

Bank accounts required for the business of the board shall be opened in the board's name by the treasurer in branches of chartered banks, trust companies or credit unions as the board may from time to time determine by resolution.

#### **By-law 18 Reimbursement of expenses**

The Meaford Public Library Board shall, upon submission of receipts, reimburse its members for proper travelling and other expenses incurred in carrying out their assigned duties as members of the board.

#### **By-law 19 Audit**

The accounts of the board shall be audited by auditors appointed by the municipality at the conclusion of each financial year, and at other times as the board shall direct, such as upon the death, resignation, dismissal or other termination of the treasurer of the board.

The secretary of the board shall annually receive copies of the library's audited financial statements from the municipality, distribute a copy to each board member, and file two copies with the library's official records.

#### **By-law 20 Amendment of By-laws**

A motion to amend or remove a By-law of the Meaford Public Library Board shall require a majority vote of at least two thirds of the members in order to be carried, providing that notice shall have been given at the previous meeting of the board.

By-laws are the fundamental governing rules of the library board. The purpose of this section of the by-law is to state the conditions under which by-laws are amended.

1. By-laws may be amended in response to legislation or when circumstances change.
2. At a board meeting any member can propose a review or an amendment of clause within the by-law.

3. All members of the library board will receive notice and draft of proposed changes prior to the next board meeting at which a motion for amendment may be tabled.

4. A motion to add, amend or remove a clause in the by-law shall require a majority vote of at least two thirds of the members to be carried.

**Related Documents:**

***Public Libraries Act***, R.S.O. 1990, chapter P44, sections. 3(1), 3(3), 14, 15(2), 16.1 and 20.

***Municipal Freedom of Information and Protection of Privacy Act***, R.S.O. 1990, chapter M56

***Robert's Rules of Order Newly Revised*** (RONR)

**Approval of By-laws: February 2019**

**Approval of By-laws: Revised June 2026**



## CEO2026-04 – Meaford Public Library Annual Report 2025

**Date:** Wednesday, June 17, 2026

**From:** Lynne Fascinato, CEO

### Recommendation

That the Meaford Public Library Board approve the following:

1. The Meaford Public Library Annual Report 2025.

### Summary

Attached for the Meaford Public Library Board review is the draft Meaford Public Library Annual Report 2025. The Annual Report highlights key programs, events, membership details, including revenues and expenses for the year.

### Analysis

The Annual Report showcases the Library's impact on the community and demonstrates how the Meaford Public Library's Strategic Plan's vision, mission, and goals, guide its activities and achievements.

Statistics provide a snapshot of revenues and expenses, building usage, circulation of physical and electronic library collections, and the total value of items checked out over the year. The active membership chart offers insight into where our patrons reside—whether in the Municipality of Meaford, the Town of the Blue Mountains, Grey Highlands, or as non-residents.

The Meaford Public Library Strategic Plan 2022+ outlines three core service pillars: Engagement, Innovation, and Collaboration. This report highlights the achievements in 2025 that align with each pillar.

The addition of the Library Board Chair and Library CEO's yearly summary serves as an important tool for the Library to express gratitude to the wide range of stakeholders who have contributed to making the Meaford Public Library a vital community hub within the Municipality of Meaford.

## Strategic Priorities

This report supports the mission, vision, and values of the Meaford Public Library Strategic Plan 2022+ and supports transparency and the open sharing of information and accountability.

## Consultation and Resources

Meaford Public Library Staff  
Meaford Public Library Board Chair  
Meaford Public Library Team Reports from January 2025 to December 2025

Respectfully Submitted:

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Lynne Fascinato  
Chief Executive Officer

Meaford Public Library

ANNUAL  
**Report**  
2025



# KIM GRAFTON

*Chair, Meaford Public Library Board*



Welcome to the annual report of the Meaford Public Library (MPL). As Chair of the MPL Board it is a pleasure to be celebrating 100 years of Library Service in our community.

I would like to take a moment to acknowledge the contribution of my fellow MPL board members, Library CEO Lynne Fascinato, and our great library team. Their innovative leadership provides a public space that creates opportunities for people of all ages to learn, collaborate, and connect.

Community partnerships are essential to our success and we again welcomed financial support from the Friends of Meaford Library (FOML), Rotary Club of Meaford, individual donors, the Municipality Of Meaford Council, the Province of Ontario through the Ministry of Tourism, Culture and Gaming, and the Ontario Library Service (OLS).

We also welcomed partnerships from local cultural and economic stakeholders who helped contribute to the diverse mix of programming that included, Life Directions and the YMCA of Owen Sound (employment resources), Brightshores (well-being resources), Adult Learning Centre (learning resources), Elder Law Series, Income Tax clinics, Gardener-in-Residence Series, the ever popular Story Time sessions, stem and craft

events for youth and teens, author events, book clubs and puzzle exchanges, just to name a few! An average of 65 programs a month for all ages.

A vast array of resources await at the MPL from fishing rods, room rentals, to tech help. The MPL was featured in the January 2025 edition of Connecting the Sound magazine, in an article entitled "The Little Library That Could". One hundred years in, Meaford Public Library is a shining example of a hub of learning, care, and connection. A space where everyone can belong and enables our community to thrive.

The coming year holds the promise of new programs and exciting events. With municipal elections this fall a new MPL Board will be appointed. It is a great time to consider getting involved with your community in a significant and impactful role as a Library board member. Thank you fellow board members, staff and council for your investment in our Library which continues to be the cornerstone of the "social infrastructure" in our community. I have enjoyed working and learning alongside our amazing team of staff and board members for the last 8 years and wish all future appointees all the best as our story continues.

A handwritten signature in white ink on a blue background, reading "Kim Grafton". The signature is written in a cursive, flowing style.

Chair, Meaford Public Library Board

# VISION AND MISSION

## VISION

Your welcoming and inspirational destination for knowledge and learning.

## MISSION

Bringing service excellence to meet the needs of a dynamic community through universal access to innovative and vibrant spaces and experiences.

# HIGH LEVEL NUMBERS

## Revenues

Donations (including FOML & private individuals)	\$11,252.00
Fees and Charges	\$7,899.00
Inter Library Loan Postage Rebate	\$2,762.00
Program Revenues	\$1,625.00
Public Library Operating Grant (PLOG)	\$23,935.00
Room Rental	\$1,675.00
Special Events	\$11,891.00
Summer Experience Student Grant	\$3,741.00
<b>Total</b>	<b>\$64,780.00</b>



# HIGH LEVEL NUMBERS

## Expenses

Advertising/Promotion (FOML supported)	\$631.00
Association Fees and Memberships	\$566.00
Books and Collections (Capital Expense)	\$36,417.00
Clothing/Protective Gear	\$848.00
Conferences and Training	\$6,329.00
Copying/Office Supplies	\$2,054.00
E-Resources like Libby, Hoopla, Biblio+	\$16,452.00
Events (FOML supported)	\$6,605.00
Facility Maintenance (Includes \$86,490 Interest; \$119,540 Principal on New Library Debt)	\$313,360.00
Information Technology	\$178,810.00
Insurance	\$2,134.00
Library Computer Hardware/Software	\$15,828.00
Magazine Subscriptions	\$1,499.00
Other Expenses (FOML supported)	\$5,163.00
Owen Sound & North Grey Union Public Library Contract	\$158,476.00
Postage/Courier (OLS supported)	\$1,192.00
Programming (FOML supported)	\$9,983.00
Salaries and Benefits	\$546,899.00
<b>Total</b>	<b>\$1,021,246.00</b>

# HIGH LEVEL NUMBERS

# FOML

## With a Little Help from Our Friends Friends of Meaford Library (FOML) Donations 2025

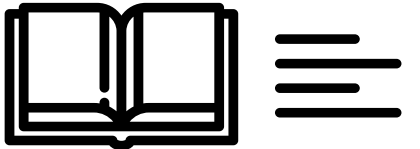
Newspapers	\$6,170.47
Programming - Kids and Youth	\$3,115.66
Summer Reading Club Prizes	\$582.13
Programming - Adults	\$5,278
Prizes for Ontario Public Library Week	\$1,676.28
Alan Doyle Event	\$1,808
Steel Book Ends	\$951.81
Inventory Wand	\$7,674.14
Video Games	\$502.78
Library Cards	\$1,621.55
WiFi Routers	\$1,779.07

TOTAL: \$31,159.89

Friends of  
Meaford Library



# Meaford Public Library 2025 by the Numbers

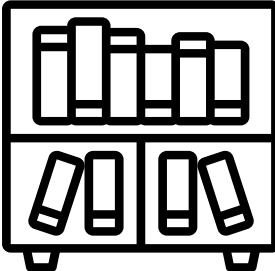


6,822 Active Card Holders

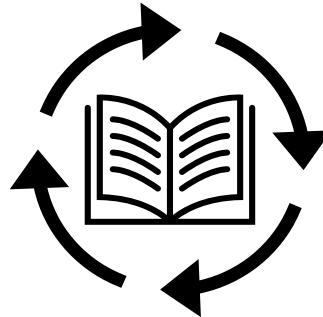
804  
New Patrons



31,769  
COLLECTION  
ITEMS



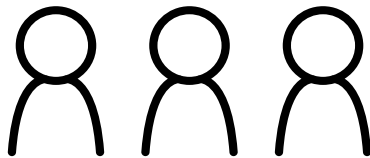

72,451  
CHECK OUTS



83,480  
TOTAL  
VISITORS

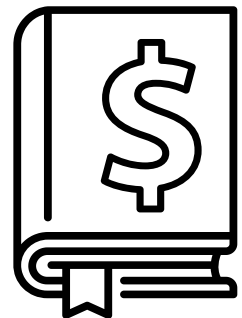


789  
Programs  
11,659  
Attendees

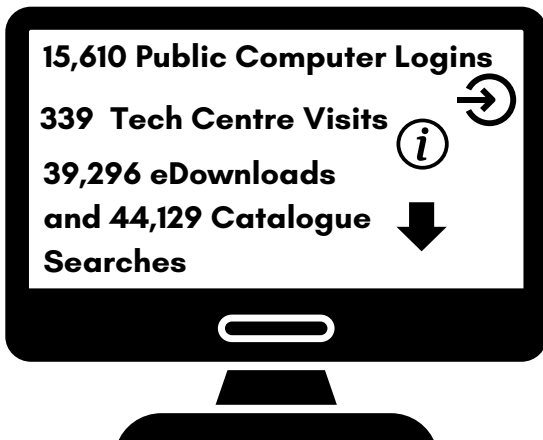


Library Members  
Saved

**\$1,356,858**



15,610 Public Computer Logins  
339 Tech Centre Visits  
39,296 eDownloads  
and 44,129 Catalogue  
Searches

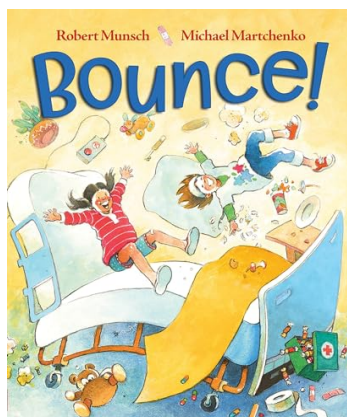


1,872

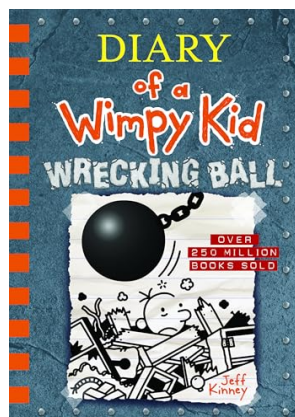
Facility  
Bookings



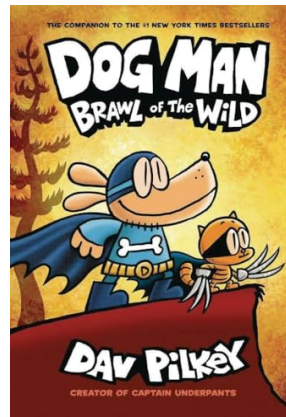
# MOST CIRCULATED ITEMS OF 2025



Picture Book



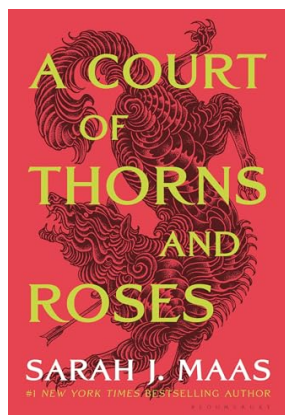
Junior Fiction



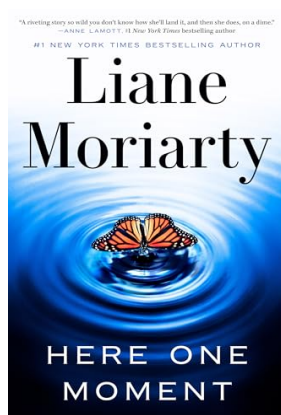
Junior Graphic Novel



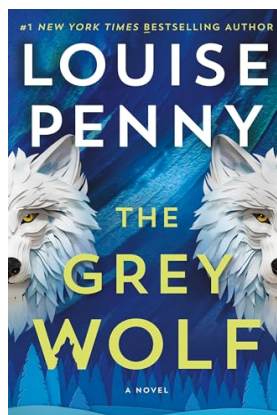
Young Adult Graphic Novel



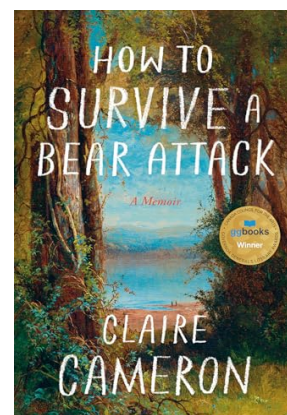
Young Adult Fiction



Large Print



Fiction



Non-Fiction



Junior Movie

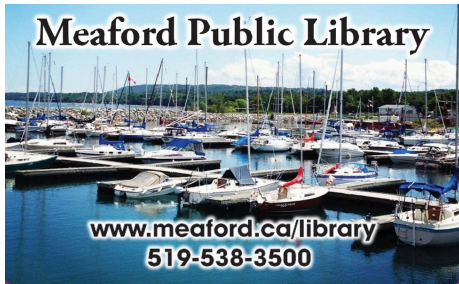


Young Adult Movie



Movie

# Active Membership



## Who Makes Up Our Membership?

### Meaford Public Library Active Membership

Year	Municipality of Meaford Members	Blue Mountains Members	Grey Highlands Members	Non-Resident Members	Total
2023	4,801	519	146	568	<b>6,034</b>
2024	5,002	600	169	677	<b>6,448</b>
2025	5,235	631	189	767	<b>6,822</b>

\* Active Membership is a member with an unexpired card within the last two years

# Meaford Public Library Engagement

## Meaford Public Library Strategic Plan 2022+ Three Pillars of Service - Engagement, Innovation, and Collaboration Highlights from 2025:

- Embraced Diversity and Inclusion - Rainbow Book Club continued in 2025, and created Rainbow crafts. Select library staff and Board Trustee Elgin Pecjak presented a seminar on 2SLGBTQIA+ inclusion and safe spaces in rural libraries at the OLA Super Conference in January 2025.
- Ensure Library is Safe - First Aid training, Joint Health and Safety Committee training.
- Staff Training - Attendance at Ontario Library Association Annual Conference, grant writing workshops, RA in a Day, 2025 Digital Odyssey Conferences, OLS 2025 Virtual Conference. Select staff are registered in the Ontario Library Services EXCEL Certificate program. A ten course program covering public library core skills.
- June 23 hosted James Turk for talk on Intellectual Freedom with Library Board, staff and local libraries in attendance.
- Targeted Outreach - Meaford Farmers' Market, Georgian Bay FanCon, Meaford Pet Expo Pop-Up Library, and the Meaford 55+ Friendship Club.
- Educational programs:
  - 21 class visits from local school for a total of 422 students
  - 701 patrons enjoyed the TD Summer Reading Club
- Senior Programs:
  - 72 senior programs including Qigong, Ageless Artists, Elder Law, Fall Prevention, and Elder Support with 825 participants
- 12 patrons participated in the Walk to the Centre of the Earth Community Movement Challenge



# Meaford Public Library Innovation



- Purchased Inventory Wand for collection maintenance.
- Purchased new Switch, Xbox and Playstation games.
- Provided tech help through Tech Centre and Adult Learning Centres to a total of 339 people.
- Purchased coding toys for junior department for use in Bots for Tots STEM programs.
- Replaced staff desktop computers.
- Purchased new colour printer for public printing.
- Purchased Square terminal for debit payments.
- Continued sponsorship of WiFi Routers by the Rotary Club of Meaford and FOML.
- Daily posting on Library social media accounts including weekly “New Book Thursdays” and “New Movie Mondays” videos.
- Held Technology workshops on e-resources use, Inter Library Loans, library catalogue use and STEM programs for juniors.



# Meaford Public Library Collaboration



- Collaborated with the Municipality for AccessAbility week programming.
- Partnered with CRA for the Community Volunteer Income Tax Program (CVITP) for 102 individuals.
- Provided proctoring services for exam takers.
- Partnered with Service Canada, Life Directions, YMCA of Owen Sound, Brightshores Health Services to promote community well-being, employment, and government services to patrons.
- Grey County Master Gardeners for Gardener-in-Residence series.
- Grey Bruce Community Legal Clinic for an Elder Law series of sessions.
- Partnered with Christmas on the Bay to offer theme-related programming including a Santa and a separate Silent Santa visit.
- Partnered with many local businesses such as Book Hive on an After-Five event with the Meaford Chamber of Commerce, and for refreshment needs for Coffee House Reads and other public programming events.
- Collaborated with Library Volunteer who hosted a Fall Prevention Series of workshops for seniors.
- Collaborated with Gabrielle Clermont and the "Connecting the Sound" magazine on an article called "The Little Library That Could" featuring the Board, Staff, FOML, on the positive impact MPL has on its community.
- Provided a pet food pantry maintained by Georgian Triangle Humane Society.

- Partnered with Grey Sauble Conservation and Ontario Parks for parking passes.
- Partnered with Grey County - Climate Action Team in hosting Earth Week programming.
- Partnered with Early Literacy Facilitator for story times throughout the year, including Parkette summer story times.
- Partnered with the 4th Canadian Division Training Centre to host Dr. Tim Cook for an author talk on his latest book *The Good Allies*.
- Partnered with 9 community service partners such as United Way Bruce Grey, Home & Community Support Services Grey-Bruce, Women's House, and PFLAG Grey-Bruce-Owen Sound to host Pop-Up Ambassadors with 67 people learning more about the services they provide.



## MEAFORD PUBLIC LIBRARY Board

Kim Grafton - Chair  
Lloyd Mohr - Vice Chair  
Frank Emptage - Trustee  
Elgin Pecjak - Trustee  
Marnie Wraith - Trustee



Councillor Brandon Forder - Council Representative  
Councillor Harley Greenfield - Council Representative

## MEAFORD PUBLIC LIBRARY Staff

Lynne Fascinato - Library CEO  
Lori Pierce - Children & Youth Coordinator  
Amy Solecki - Community Outreach Coordinator  
Shauntel Highfield - Technical Services Coordinator  
Ashley Trusler - Library Specialist, Circulation & Inter Library Loans  
Samantha McIntosh - Library Assistant  
Rosemary Palmer - Library Assistant  
Kim Blakeney - Public Services Clerk  
Library Assistant - Seasonal Summer Student

# REVIEWING THE YEAR PLANNING THE FUTURE

*Lynne Fascinato, CEO, Meaford Public Library*

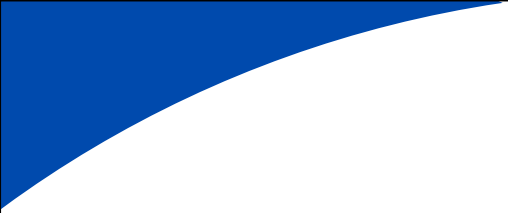


It was a very busy and rewarding 2025 at the Meaford Public Library welcoming 804 new patrons who enjoyed our diverse services, programming, collections, and the very popular meeting rooms! A glance at our monthly newsletter, What's Happening pamphlet, and Library Board Team Reports, would surprise you with the many educational, cultural, and skills-based programs for all ages we hosted for little or no charge.

Collaboration and engagement were central themes in 2025. We have a strong and collaborative relationship with our municipal colleagues, including the Office of the CAO and Council, whose support played an important role helping us move forward. Our community members contributed significantly by helping shape our collections, leading workshops, attending events, supplying feedback, and more. We are a user-driven organization, and our partnerships and community engagement helped us deliver diverse and inclusive programs and services, vital in maintaining our role as a community hub.

Looking back, 2025's signature author event featuring Alan Doyle and interviewer Christopher Thomas, proved to be an amazing night of storytelling. The audience was provided with a tour of Newfoundland and Labrador as could only be told by Alan Doyle, one of Canada's most celebrated Newfoundlanders and musicians. This event netted over \$6,700 in profits. Earlier in the year, it was an honour and pleasure to partner with the 4th Division Canadian Training Centre to host Tim Cook, Chief Historian and Director of the Canadian War Museum. He passed away a few months after his engaging presentation. He was a person of exceptional kindness and his expertise and passion for Canadian military history will be truly missed.

Two challenges in 2025 were artificial intelligence and intellectual freedom. Literature created by a human voice has to be protected. Training is on-going in AI policies and procedures to help ensure our library collections reflect human voices, research, passion and heart, and not a reflection of a machine algorithm that decides for us. The second



challenge is the protection of intellectual freedom and the need to maintain equal access and diversity to programs, services, and collections, without restrictions or censorship. In June, we hosted a workshop with James Turk, Director of the Centre for Free Expression. An event for Board, staff and surrounding library employees. Turk is an expert on this topic and the information he supplied to help guide our policies and procedures was impactful and he highly approved the library's current Intellectual Freedom Policy.

Looking ahead, we are excited to host the TD Summer Reading Club for kids and youth, Ontario Public Library Week in October, another signature author event in November, and continue our collaboration and partnerships. The Library will turn 100 in 2026, so it's time to celebrate! A new Meaford Public Library Board will begin a four-year term starting 2027.

There are so many to thank for another successful year. Thank you to our hard-working Meaford Public Library Board who helped support and guide the library team in sustaining us as a go-to destination for 83,420 visitors in 2025. I am privileged to work with a very committed and exceptional library staff who work in synergy and supply unparalleled customer service. The Library thanks our volunteers, who helped with technology, shelving, programming, and more! These committed individuals round out a truly remarkable library team. The Friends of Meaford Library (FOML) is always there for us, supporting a myriad of items, programming and services. Thank you to our individual donors, your support helps enhance library services. By the end of 2025, the Library had 6,822 active cardholders - indicating that 47% of Municipality of Meaford residents have an active membership! This points to a strong connection with our community. We sincerely thank everyone who utilized our services in 2025.

We look forward to another year of connection, creativity, and collaboration, with our partners and most of all, our community, and making the Library a vibrant destination for learning, discovery, and enjoyment.

Visit the Meaford Public Library today, where your experience is important to us!

*Lynne Fascinato*

CEO, Meaford Public Library

## CONTACT US :



519-538-3500 x 1123



[libraryinfo@meaford.ca](mailto:libraryinfo@meaford.ca)



[www.meaford.ca/library](http://www.meaford.ca/library)



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