



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, December 3, 2025 @ 6:00 PM

Location: Wixan's Bridge

1. Call to order - Dave

- First Nations Land Acknowledgement

2. Announcements and Guest speakers

- Round table

3. Disclosure of Pecuniary Interest and General Nature thereof.

4. Approval of Agenda

5. Approval of November Minutes

6. Committees:

6.1 Governance and HR Committee

- Report to Council – Library Board Goals and accomplishments

6.2 Finance

- October accounts
- Draft Operating and Capital budgets update

6.3 Community Committee

7. New Business

8. Ongoing Business / Action item

9. Correspondence

10. Date of the Next Board Meeting?

11. Adjournment



Township of Uxbridge Public Library Board Meeting Agenda

Date: Thursday, November 6, 2025 @ 7:00 PM

Location: Uxbridge Public Library

Present: Dave Phillips, Agnes Croxford, Cathy Peters, Sheldon Wolfson, Dwight Clements, Christine McKenzie, Amanda Ferraro, Corrinne Morrison

Regrets: Gord Shreeve, Tobi Lee, Kate Devine, Zed Pickering

Guests: Janet Betts

1. Dave called the meeting to Order at 7:00 pm.

- First Nations Land Acknowledgement - Dave

2. Announcements / Round table

- No announcements

3. Disclosure of Pecuniary interest and the General Nature thereof.

- N/A

4. Approval of Agenda

✓ *Approved, moved by Agnes, seconded by Dwight; carried.*

5. Approval of October Minutes

✓ *Approved, moved by Sheldon, seconded by Christine; carried.*

6. Committees:

6.1 Governance and HR Committee

- Report LB 01-25, New Policies
 - Personal Emergency Leave Policy
 - Leave of Absence Policy
 - Pregnancy and Parental Leave Policy
 - Short Term Disability Policy
 - Long Term Disability Policy
 - Vacation Policy
 - Employee Type Policy
 - Public & Designated Holidays Policy
 - Hours of Work, Overtime & Lieu Time Policy
 - Standby and Call-In Policy



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✓ *Approved, moved by Sheldon, seconded by Cathy; carried.*

6.2 Finance

- September accounts

✓ *Approved, moved by Christine seconded by Cathy; carried.*

- 2026 & 2027 Draft Operating and Capital budgets
 - To be presented to Council during a public Finance Committee Budget Meeting on Nov 18 for consideration.

✓ *Approved, moved by Sheldon, seconded by Cathy; carried.*

6.3 Community Committee

- Retaining wall (Children's Garden) has been repaired
 - Request to send an official "Thank You" to the Horticultural Society for the beautiful gardens this summer
 - Add a thank you to the front garden (cenotaph) as well.
- Compton Room door
 - has been replaced
- Counting Week completed for the province
 - using the new barcode model as learned at OLA Super Conference.
 - Annual survey required from October 25 – October 31
 - The barcode method of data collection worked well, it was easier for staff to input and easier to tally at the end of the week. Some examples of the totals were shared. Questions from Board Members regarding why this information is collected.

7. New Business

- 7.7 M grant for the new pool.
- Would we be interested in a Gala event Maybe partnering with the Rotary Club. What would we fundraise for?



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- Genealogy possibly to receive a donation based on contact from a third party
- Interest from Schools to visit the library in the Spring has carried forward to the Fall. Cathy has been doing a wonderful job coordinating these visits.

8. Ongoing Business / Action item

Question from Dwight on how we obtained the speaker for Life On Mars. Response that he volunteered, and the Leslie Nagle has been doing an amazing job coordination speakers for adult events ex. Two professors led events, Life on Mars and AI coming up.

9. Correspondence

10. IN CAMERA

Moved by: Dwight and seconded by Agnes

- THAT the Uxbridge Public Library Board go into 'In Camera' at 7:45 p.m. as the matters to be discussed concern items regarding:
 - Items 1 - Personal matters about an identifiable individual, including Municipal and Local Board employees

Carried

Moved by: Sheldon and seconded by Cathy

- THAT Amanda and Corrinne attend the in-camera session

Carried

Moved by: Dwight and seconded by Agnes

- THAT the Uxbridge Public Library Board go out of Camera' at 8:00 p.m. as the matters to be discussed concern items regarding:
 - Items 1 - Personal matters about an identifiable individual, including Municipal and Local Board employees

Carried

Moved by: Agnes seconded by Sheldon

- THAT item 1 – that we accept the resignation of Kate Devine.
- AND THAT the Uxbridge Public Library Board send a letter of thanks to Kate Devine for her contributions to the Uxbridge Public Library.

Carried



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11. Date of the Next Board Meeting

- Corrinne to send out a survey for a December meeting

12. Adjournment 8:05 PM

✓ *Approved, moved by Cathy, seconded by Sheldon; carried.*

Date	Vendor ID	Vendor Check Name	Invoice Number	Invoice Description	Amount Paid
2025-10-02	BRO001	BRODART CANADA COMPANY	101197	SUPPLIES	\$481.26
2025-10-02	ARJ001	ARJAY ENGINEERING	0082122-IN	REMOTE PABEL/INSTALLATION	\$3,292.82
2025-10-02	ENB001	ENBRIDGE	113542251003/SEP2025	ESTIMATE-AUG 16 TO SEPT 17	\$21.74
2025-10-02	OSH001	OSHAWA PUBLIC LIBRARIES	165	REIMBURSEMENT-AUTHOR TALK	\$56.50
2025-10-02	BLU001	BLUE HERON BOOKS	415617	BOOK	\$31.92
2025-10-02	CDW001	CDW CANADA INC.	AF7C41F	PRINTER	\$483.41
2025-10-02	HEA002	HEAT-AIR MECHANICAL LTD.	44055	SERVICE	\$610.20
2025-10-02	HYD005	HYDRO ONE NETWORKS INC.	200072033278/SEP2025	HYDRO-AUG 7 TO SEPT 6	\$252.00
2025-10-02	LAW001	LAWNSCAPE	50520-LIBRARY	GRASS CUTTING-AUG 25/SEPT1-LIB	\$79.10
2025-10-02	LAW001	LAWNSCAPE	50735-LIBRARY	GRASS CUTTING-SEPT 8&15-LIB	\$79.10
2025-10-02	PRO010	PRO-TECH FIRE CONTROL INC.	1362	SERVICE	\$74.59
2025-10-02	PRO010	PRO-TECH FIRE CONTROL INC.	1365	SERVICE	\$49.73
2025-10-02	XER001	XEROX CANADA LTD.	P64614484	COPIES-JULY 28 TO AUG 26	\$53.39
2025-10-02	VER001	ELEXICON ENERGY INC.	51001548-02/SEPT2025	HYDRO-AUG 8 TO SEPT 8	\$1,387.38
2025-10-02	WHI007	WHITEHOTS INC	3597906	BOOK	\$32.76
2025-10-02	WHI007	WHITEHOTS INC	3597811	BOOKS	\$426.11
2025-10-02	WHI007	WHITEHOTS INC	3597241	BOOKS	\$237.76
2025-10-02	WHI007	WHITEHOTS INC	3597176	BOOKS	\$492.54
2025-10-15	AND023	ANDREA STEWART	MILEAGE-SEPT 2025	MILEAGE-SEPT	\$157.68
2025-10-15	BLU001	BLUE HERON BOOKS	417150	BOOKS	\$28.54
2025-10-15	BLU001	BLUE HERON BOOKS	414974	BOOKS	\$33.56
2025-10-15	CAN037	1434496 ONTARIO INC.	C33233	DOOR MAINTENANCE	\$4,174.66
2025-10-15	CAR007	CARR MCLEAN LIMITED	880988	SUPPLIES	\$37.98
2025-10-15	HEA002	HEAT-AIR MECHANICAL LTD.	43879	SERVICE-JULY	\$2,656.36
2025-10-15	FIB003	FIBERNETICS CORPORATION	760793	TELEPHONE-OCT	\$141.13
2025-10-15	DEL002	DE LAGE LANDEN	10417268	COPIER-11/1/25-11/30/25	\$204.70
2025-10-15	LAK003	LAKERIDGE HEALTH	B9357 300925 LIBRARY	CARDIAC SAFE-Q2-JULY-SEPT-LIB	\$282.50
2025-10-15	UXB027	UXBRIDGE HORTICULTURAL SOCIETY	SEPT 6/2025	LIBRARY GARDENS	\$524.72
2025-10-15	XER001	XEROX CANADA LTD.	P64749408	COPIES-8/26/25-9/26/25	\$89.62
2025-10-15	WHI007	WHITEHOTS INC	3599398	BOOKS	\$245.39
2025-10-15	WHI007	WHITEHOTS INC	3599072	BOOKS	\$513.96
2025-10-15	WHI007	WHITEHOTS INC	3599944	BOOKS	\$481.11

2025-10-15 STE019	STEVE KING PROPERTY SERVICES	2017978-LIBRARY	GRASS CUTTING-SEPT 8,25-LIB	\$118.65
2025-10-15 TOR012	TORONTO CLEAR VIEW WINDOW CLEAN	250293	WINDOW CLEANING-AUG	\$1,301.76
2025-10-27 MIN003	MINISTER OF FINANCE	EHT-OCT/25-LIB	EHT-OCTOBER	\$847.89
2025-10-28 HYD005	HYDRO ONE NETWORKS INC.	200072033278/OCT2025	HYDRO-SEPT 6 TO OCT 4	\$179.16
2025-10-28 LES001	LESLIE NAGLE	MILEAGE-10/2/25	MILEAGE-10/6	\$51.84
2025-10-28 LAW001	LAWNSCAPE	50928-LIBRARY	GRASS CUTTING-OCT 6,13-LIB	\$79.10
2025-10-28 HOR003	HORTON AUTOMATICS OF ONTARIO	120537	MAINTENANCE	\$446.92
2025-10-28 IAN002	I.R. KERSHAW	UXLIB-25-10	SERVICES-ROBOTICS FOR SENIORS	\$187.50
2025-10-28 BEL001	BELL CANADA	9058529748/OCT2025	TELEPHONE-OCT	\$79.10
2025-10-28 BLU001	BLUE HERON BOOKS	418286	BOOKS	\$121.75
2025-10-28 BLU001	BLUE HERON BOOKS	418143	BOOKS	\$33.59
2025-10-28 BLU001	BLUE HERON BOOKS	418125	BOOKS	\$108.30
2025-10-28 DUR013	DURHAM REGION -UTILITY FINANCE	7884100000/OCT2025	WATER AND SEWER-AUG26-SEPT24	\$353.33
2025-10-28 ENB001	ENBRIDGE	113542251003/OCT2025	ACTUAL-AUG 16 TO OCT 16	\$15.85
2025-10-28 ENV001	ENVY IRRIGATION INC.	213657	WINTERIZATION	\$220.35
2025-10-28 WHI007	WHITEHOTS INC	3600948	BOOKS	\$626.88
2025-10-28 WHI007	WHITEHOTS INC	3602187	BOOKS	\$459.91
2025-10-28 WHI007	WHITEHOTS INC	3602180	BOOKS	\$340.16
2025-10-28 WHI007	WHITEHOTS INC	3601762	BOOKS	\$357.29
2025-10-28 BEL001	BELL CANADA	9054732375/OCT2025	TELEPHONE-OCT	\$150.57
				<u>\$23,794.12</u>