



**MINUTES
GREATER MADAWASKA PUBLIC LIBRARY BOARD**

Wednesday, October 12, 2022, 3:03 PM – 4:00 PM

Location: via ZOOM

Present: Ruth Jones
Sue Michalicka
Patti McArthur
Kate Zeyl

Absent: Nicole McKinnon
Lucie Perrier

1. CALL TO ORDER

- The meeting was called to order at 3:03 PM

2. APPROVAL OF AGENDA

- Approved by consensus.
- Additions/deletions - none

3. DECLARATION OF CONFLICT OF INTEREST

- None declared

4. APPROVAL OF MINUTES: dated September 14, 2022

- Approved by consensus.

5. CEO Report – Ruth Jones

Programs

Name	Type	Description
Weekend Reader (now launched)	Outreach/ literacy	Books go home via the school

Name	Type	Description
Sept 9 - 18 - Welcoming Immigrants Week	Outreach	Collected recipes for LIP of Lanark & Renfrew
Fitness for your Aging Brain	Outreach/Seniors	Fitness group – workout at Library
Afterschool Craft	Outreach	
Lego Lounge	Outreach	
Preschool Friday Program	Outreach/ child literacy	
Razzle Dazzle Pumpkins	Halloween craft	

UPCOMING

Name	Type	Description
Read Ontario	Outreach	Digital Book club
Decodable Books	Learning aid grant	Dyslexia materials/aids
Epsom Printer	Donation	Epson donated a printer for Library use
Nov 5 - Autumn fundraiser	Fundraiser	Fractured Crow Studio https://www.facebook.com/FracturedCrow/
Oct 29 – Fire Department Hallowe’en	Community	Calabogie Community Hall
Nov - Baby Book Bags (registration begins for Nov. distribution)	Outreach	Parents/ caregivers can register their new babies/ family members for a library membership and a bag that includes a book and some necessities A promotion to encourage greater participation is planned

- Book Club – To restart late Fall. Investigate partnership with coffee shop as a sponsor (potentially Oh-El-La)
- Seeking stronger partnerships Watersheds Canada and Wildlife Canada Federation for programming and materials.

6. Finance Report – Patti McArthur

- **Reimplementing Fines:** Some Ontario Libraries have reinstated fines as a revenue source (Arnprior). GMPLLC sends out overdue reminders and has not imposed any fines for the last 3 years. It was raised by the CEO that late fees are considered a source of revenue and most patrons are not opposed to paying for overdue materials. GMPLLC should consider returning to charging for overdue materials.

- Everyone agreed to reinstate late fees for overdue materials with the following considerations:
 - All users given advance warning that overdue materials charge will be reinstated for 2023 (starting January 2023)
 - Users will receive notice that materials are coming overdue
 - Ability to call to extend lending time or go online and use self-service to extend their materials
 - No fines on materials coming back where GMPLLC is responsible for drop-off and pickup (Outreach)

September Financial Statement

- Board Chair review of the current finance statements from the Township Finance (to end of Sept. 2022) – GMPLLC is on track to budget
- Year to date, the Finances are very good.
- Rent comes in sporadically it does not show on each monthly statement
- We haven't received a Bell bill for the last month – need to pursue an update from the Township
- Operating costs are within budget.
 - Going forward for the 2023 budget process, the program vs book costs will be adjusted.
- Transfer Payments from the province are in the approval process and will be monitored to payout
 - Once the funding is received it will be provided to the Township to be applied for payroll costs
- Fundraising and Revenue budget projection is on target to meet commitment.
 - The revenues left to collect to meet commitment, will be approximately 2K, as a target for Q4.

Board Term

- The term of this board is over this month, but all members have expressed a desire to continue
- Barry Bridges will be invited to apply (his Mother was a founder, and has participated in some volunteer work)
- We will also invite volunteers who have expressed an interest in joining, to apply
- An ad will be published inviting the public to join from the Township
- GMPLLC Board has prepared a Board transition plan to provide guidelines on expectations and information for new Board Members
- Library CEO (Ruth) runs the day-to-day operations – new Board members need to know their roles and responsibilities
- We will document our recommendations for six members of our Board, as well a preferred candidates for the next Board for Township/Council review. This would include a representative of the new Council.

- First order of business of the new Board is to elect a Chair; the Library Act recommends the Chair be from the Public and not from Council
- The Township is responsible for calling the first meeting for the 2023-2027 Board.
- All current Board members are asked to e-mail Patti with their intention to continue their roles.
- Board members are asked to review the Transition Plan, and advise Patti of any additions/deletions/enhancements
- Our rental option at the school is in its last option and requires re-negotiation. We have contingency funds for programming.
- The new Township financial system will allow us to pull our own reports, which will relieve a certain burden on Township staff.
- A mission statement to cover the goals over the next few years is the first priority of the New Board.

7. Other Business

- Next Meetings –Nov 9
- Meetings were moved to the afternoons to accommodate programming conflicts in the mornings

8. Adjournment

The meeting was adjourned at 4:09 PM (Moved by Kate Zeyl/ Seconded by Patti)

Minutes prepared by Sue Michalicka