



**MINUTES
GREATER MADAWASKA PUBLIC LIBRARY BOARD**

Wednesday, December 7, 2022, 2:00 PM – 2:51PM

Location: via ZOOM

Present:

Ruth Jones -- CEO
Barry Bridges*
Patti McArthur
Nicole McKinnon
Sue Michalicka
Evelyn Miller*
Emily (Meyers) Thompson*
Lois Tompson -- Councillor*
Kate Zeyl

Absent: Lucie Perrier

1. CALL TO ORDER

- The meeting was called to order at 2:00 PM

2. DECLARATION OF CONFLICT OF INTEREST

- None declared
- Routine decisions will continue to be agreed to by consensus -- All members agreed

3. WELCOME TO ALL INCOMING BOARD MEMBERS

- a. New members indicated above <*>
- b. A slide illustrating all the roles, experience and skills represented by the Board members will be attached to these minutes

4. APPOINTMENT OF CHAIR

- **Chair – Patti McArthur**
 - nominated and agreed to by the members to continue in this role
- **Vice-chair -- TBA**

- An appointment will be made before the end of March 2023 – once new members have had an opportunity to understand the role
- **Secretary -- Sue Michalicka / Evelyn Miller**
- **Treasurer -- TBA as members review time and responsibility commitments/**
- **Patti McArthur will continue in the interim**
- Day-to-day banking is handled through the Township. They hold the lease agreement with the school and manage payroll. Monies incoming (donations, fundraising or grants) must be visible to the Board and come to us first. Two signatures are required for all cheques issued on behalf of the Library.
- The banking authority currently gives us signing authority for an RBC account. Three people have the authority to sign – the CAO of the Township, the Chair and another Board member; two signatures are always required. For any other transactions with the Township, we direct actions to the Township. Any funds at the end of the fiscal year revert to the Township. Fundraising is not turned over to the Township, and our Development Funds are also exclusively under our control and authority.
- At year end, the Township audits our books. We have asked to meet with the Auditor for the past two years and this has been denied. The previous Board feels this is not ideal as the Auditor should be asking questions to us directly rather than have questions posed through the Township as an intermediary (We also pay for the audit). The Township also finds this responsibility onerous, so we think improvements can be made to our collaborative processes.
- This role will be reviewing budget preparation and CRA reports and providing general financial oversight. The role works closely with Ruth who manages program expenditures.

5. OTHER BUSINESS

- Next Meeting in January – The Council meets in the third Thursday in every month, in order to get on Council Agenda it is best to meet the week before or the week after. Seven meetings are required every calendar year – we generally do not meet over the summer. We plan to meet on the second Wednesday of the month: Next meeting will therefore be **January 11, 2023, at 11:30.**
- Happy holidays!

6. ADJOURNMENT

The meeting was adjourned at 2:51 PM

Minutes prepared by Sue Michalicka

