



MINUTES

FEBRUARY 8 2023, PUBLIC LIBRARY BOARD MEETING

Wednesday February 8, 2023 11:30pm

Via: ZOOM/Public

Present: Patti McArthur – Board Chair
Ruth Jones – CEO
Barry Brydges
Sue Michalicka
Lucie Perrier
Emily (Meyers) Thompson
Lois Thomson – Councillor
Kate Zeyl

Absent:
Nicole McKinnon
Evelyn Miller

- 1. Call to Order**
- 2. Approval of Agenda**
 - Additions/deletions
- 3. Declaration of any Conflict of Interest**
- 4. Approval of Minutes January 16, 2023**
 - Approved by consensus.
- 5. CEO Report**
 - Budget 2023 Presentation to Council

- The presentation of our budget to the Council went well and we only had one query. Jeff Levesque asked if we had much wiggle room for cuts – we indicated we did not without affecting programs negatively. Patti assured Council that the Board had already sharpened our pencils to make as many adjustments as we could.
- Lois reported that it appears that the current submission is acceptable. The time for questions has been exhausted. It is not anticipated that the Library will have to appear again to answer questions.
- Program Update
 - The focus until now has been to solidify the budget. Programs have now started to resume.
 - Feb 10 – Trivia Night will generate 50% of its proceeds to the Library
 - Feb 11 – Calabogie Lions Winter Carnival Celebrations - We'll be there!
 - Feb 14 – Blind Date With a Book! (Through February)
 - Feb 16 – Budget review
 - Feb 20 – Family Day – Family Day packages to go out (pickup will be Saturday, Feb 18)
 - Feb 20 – Book BINGO for adults and children will run to beginning of April.
 - New E-Resources Are Posted – including Libby and the CBC archive .
 - We have 3 New Volunteers.
 - All the programs and services are available in all the Wards. Lois has committed to promoting their availability. Patti and Ruth both reported that in-person participation in the Library has increased significantly
- Fundraising season has started in earnest.
 - We're examining the possibility of Learn to Paint Night.
 - Susan Beale has offered to host exercise nights for children and adults.
 - We are exploring a lunch & learn for Mother's Day on container gardening.

- Ruth to investigate having a month sponsored by THE CLOTHSLINE in Renfrew (<https://www.facebook.com/groups/299605720927147>) to generate fundraising revenues for the Library (They helped the Legion raise over \$5K last month)

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6. Finance

- **Audit of 2022 Finances with the Township**

- The Township currently has all our materials for the annual audit.

- **Banking**

- When monies are received, we have always had a strict protocol for recording the sources of contributions/revenues. As a result of a misplaced record (subsequently resolved), we have proceeded to make improvements to our banking procedures on an outdated account established in the early 1990s. We will be improving our banking protocols to reflect improvements in banking services (including automatic transactions and online banking).
- Lois asked that we confer with Renee's to ensure we are fully accommodating the Township's requirements.
- Barry asked who the Township banks with (we are with RBC and Township is with Scotiabank – problems are not bank related but related to technological improvements)

- **Finance Committee and meetings**

- We would like to separate these discussions from our regular meetings so as not to create arduously long public meetings.
- This will be left as an action item to allow the Board to consider their preferences

7. Other Business

- **Role of the Council Rep**

- Lois described her role in acting as a liaison with Township. Having a single point of contact ensures that multiple people are not giving conflicting responsibilities to Township staff.

- The benefit is that if something needs to be escalated to the Council, the Board Liaison can manage and represent the Library's best interests.
 - Patti asked if the monthly newsletter could continue to be the standard Library item on Council Agenda and continue to be the basis of our status submission. It will still be included in the full package of materials Councilors receive, with Lois presenting highlights as needed.
- **Committee Structure**
 - We should formalize ad hoc committees and the processes for such things as Finances and Fundraising.
 - Lucie asked if we required a formalized HR committee. Lois explained that we have a shared services agreement with the County to obtain HR expertise and counsel.
 - Barry explained that we have limited responsibilities regarding HR under the Library Act. The Board is responsible for performance reviews of the CEO and the CEO is wholly responsible for performance reviews of Library staff. CEO objectives are established based on program objectives; personnel discussions are held in camera.
 - Lucie asked if the Board reviews and approves performance objectives
 - Patti will put the completed 2022 Performance Review of the CEO on the next agenda. (It had been dropped due to the length of budget review meeting and was inadvertently dropped).
- **45th Anniversary of Library**
 - Happy birthday to us! We will be celebrating our 45th anniversary officially in the summer when our client numbers are at their peak.
 - We need to develop a plan for activities that is portable throughout all the wards.

- Lois suggested collecting old photos/stories that cover the history of the community and Library over the past 45 years. This can be produced as a virtual scrapbook and eventually a publish-on-demand physical copy. Also suggested submissions of personal stories and anecdotes.
- Lois will provide Patti and Ruth with contact numbers for lake associations and organizations that will help with the anniversary events
- There was confusion expressed over revenues generated from the Canada Day Pancake breakfast. We were able to keep the revenues strictly from the breakfast; other corporate donation revenues (who had been approached to donate \$300 each) were retained by the Township because they were allocated to support Canada Day events.

8. Adjournment

- Lucie moved to adjourn the meeting
- Lois Seconded
- Meeting was adjourned at 12:42

Prepared by Sue Michalicka