



MINUTES
MARCH 08, 2023, PUBLIC LIBRARY BOARD MEETING

Wednesday March 8, 2023, 11:30am

Via: ZOOM/Public

Present: Patti McArthur – Board Chair
Ruth Jones – CEO
Barry Brydges
Nicole McKinnon
Sue Michalicka
Evelyn Miller
Lois Thomson – Councillor
Kate Zeyl

Absent:
Lucie Perrier
Emily (Meyers) Thompson

1. Call to Order

- 11:32 AM

2. Approval of Agenda

- Approved by consensus

3. Declaration of any Conflict of Interest

4. Approval of Minutes February 8, 2023

- Lois' changes received and incorporated.
- Approved by consensus.

5. CEO Report

Operations/Program Update

- Newsletter was sent out to all subscribers yesterday – refer to the newsletter content as a summary of current programs and events.
- Fundraiser with Susan Veale – April. Spring exercise programs (one for adults and one for children)
- Fundraiser with Ottawa Valley Community Open Art Studio upcoming. They will supply coaching and supplies as part of a creative activity for adults.

During March break – next week

- Book sale
- Obstacle course for children 5+ Tuesday
- Seed planting Wednesday
- St Patrick's Day bingo for Children
- BIAK – our First Nations partners – are available again. They will be offering programming and a craft. Lois suggested this was ideal programming for the other Wards and asked we look for opportunities to schedule activities off-site.
- The Library participated in the Ward 3 Firefighters Pancake breakfast. Public attendance was sparse but two excellent contacts were made:
 - The Lions Club reached out to offer more synergies with the Library
 - a new family on Centennial Lake offered to coordinate and organize activities on behalf of the Library.

6. Finance Committee Report from March 6

Recommendation for Treasurer

- CEO Ruth Jones
- Agreed by consensus

Banking Solution

- Recommendation to move to business account
- Same bank, run in parallel, inform required stakeholders, direction to Bank indicating signatures

- 3 signing officers – Library CEO/Treasurer, Chair and Finance Lead GMT (Township to decide who will be there representative – Lois suggested Renee would be preferred because of her accessibility. Patti agreed we would suggest this as recommendation). Lois moved/Barry seconded
- 2 signatures for a cheque
- 3 signatures for changes to signing officers
- Run in parallel 3 months
- Move to Vote to change account and send Direction to RBC from Board/Treasurer
 - Proposed changes approved by consensus

Fundraising/Donation/Revenue Procedure

- Current procedure for receipt, documentation, reconciliation, and deposit was reviewed
- Recommendations to add to procedure -- new account will provide image of cancelled cheques for Finance file
- Incoming cheques will be copied and put in Finance file for reconciliation
- Revenue progression by cheque provided to Township 3x per year (April, September, and December). Timelines when anticipated revenue values would be \$2,500+
- Following reconciliation by CEO/Treasurer (Finance Committee)

Communication Grant Status

- Received \$1696 Cheque from the Ministry negotiated by Ontario Library Services for March Deposit (\$328 more than expected!) Thanks to Ruth for excellent paperwork and submission.

Revenue Review to-date

- Revenue Review to February Month End
- Donations \$537
- Printing and Lamination Services \$75

- Tax Receipts for Donations 2022
 - Sent February 2023 with Thank You card
- GL and Statements from GMT Finance
 - Information to last cheque run in February
 - Budget total is not showing
 - Monthly Statements/GL will be forwarded to Finance Committee by CEO/Treasurer
- Finance Committee will query CEO/Treasurer directly and call a Committee Meeting if discussion is required
- CEO/Treasurer will instruct GMT Finance of any changes required

Budget Information for Board Meetings

- Recommendation:
 - CEO will prepare budget and present to Finance Committee (Ruth, Patti and Barry) for advice and review
 - CEO will bring the Budget highlights to the next Board Meeting for approval prior to presentation to Council. Board Members are invited to attend and participate in Finance committee meetings anytime.
 - CEO will request release of the Draft Audit Statement, (Library Portion), for Board approval in advance of Council approval.
 - Meaningful variances from the approved budget that are trending and/or will become impactful to the budget, will be brought forward to a Board Meeting for transparency and discussion.
 - Finance committee will schedule meetings based on milestones.

- **GMT Audit of 2022 – Status of GMPLLC Audit**
 - We were advised that we were done with audit activities, but we've not yet received the results or a report. Ruth will follow up before it is presented to Council. (We have never received enough information in the past to know if there were any discrepancies that we should have been aware of).

- Evelyn asked about the proceeds of the recent Trivia Quiz fundraiser. We received \$275 which was a donation from the winning team (who donated their winnings).

7. Other Business

- Board Code of Conduct – Governance Policy Recommendation
 - Because we lacked a comprehensive Governance Policy. We are recommending we adopt the policy developed by the Norfolk Library for our operations. The draft was submitted for review in advance, Nicole moved to adopt, Kate and Lois seconded for adoption as submitted
- Discovery Backpack Program – Update
 - Tentative Dates for three sessions are under consideration based on the Watersheds availability (June 14, June 21, July 15, July 22, Aug 10 and during the school year) at various locations. Seeking sponsorship by lake and cottager associations. Nicole suggested the Griffith Fish & Game Club runs a kids fishing derby – it would be advantageous to try and coordinate if possible (based on availability of Watersheds). They also suggested the option of expanding activities – but we would be responsible for paying their expenses. Watersheds received a major grant to increase fish habitats for which we expressed interest – Patti to find out the cost. For building a healthy fish habitat, work needs to be started in fall so timing is critical.
 - Lois advised that a new Griffith boat launch south of the bridge (on the site of the former Catholic Church) is being created – a possible place to establish programming on how to improve shoreline habitats and lake health.
 - Evelyn Miller suggested we pursue the program to provide the equipment to test for radon. Sue suggested we revisit this topic when Lucie returns as she had done a lot of work with radon testing programs.

- 45th Anniversary of Library
 - No Update available
- Outreach to Wards 2 & 3
 - Lois suggested there was a need for an informational poster that could be printed and distributed in locations in Wards 2 & 3.
 - Lois offered to provide the artwork.
 - The need is to generate content including:
 - The Library is more than books
 - Learning Centre programs
 - Welcome kit
 - How to get a card
 - How to volunteer
 - Lifelong learning opportunities
 - Sue and Ruth to work on possible content that could be disseminated by posted (and recycled on social media)
 - Barry asked that we coordinate closely with Jim Wetherall and Joe Templeman who were associated with the Calabogie Fish and Game.
- Next Meeting April 12
 - (Sue will be absent for the May meeting – Evelyn will be responsible for May minutes)

8. Adjournment

- moved to adjourn the meeting: Patti
- Seconded: Evelyn
- Meeting was adjourned at 12:51

Prepared by Sue Michalicka