



**MINUTES**  
**JANUARY 16, 2024 --PUBLIC LIBRARY BOARD MEETING**

**Tuesday, January 16, 2024, 10:00 am**

**Via: ZOOM/Public**

Present: Patti McArthur – Board Chair  
Ruth Jones – CEO/Treasurer  
Barry Brydges  
Sue Michalicka  
Lois Thomson – Councillor  
Kate Zeyl

Absent:

Nicole McKinnon  
Emily (Meyers) Thompson

**1. Call to Order**

10:03

**2. Approval of Agenda**

- Additions/deletions -- none
- Approved by consensus

**2. Declaration of any Conflict of Interest**

- None

**4. Approval of Minutes Dated November 17, 2023**

- Approved by consensus

**5. Finance Report**

- **Transfer Payment for 2023** – Every year the Government has a new process, this year is no different. They started the process a month later – we submitted our documentation in October, and it took until mid-January

for our funds to arrive. Many libraries are still waiting despite the fact that the funds have to be applied to 2023 expenditures. Rene was not concerned about the delay (despite the fact that we didn't have the monies in our bank). They agreed to wait to reconcile until the funds actually appear in our account.

- **Audit 2023:** They are asking for our books; we hope to be able to deliver them by next Friday. This will allow us to have one final review for accuracy
- **Budget 2024:** Our budget will be presented at the next Council meeting – we do not expect any further comments or changes and it will be passed as we submitted it.
  - Lois commented that Council was able to incorporate citizen feedback from the Strategic Plan survey into the final budget. This has provided staff with a much clearer understanding of citizen priorities. As a Library, we were very effective in presenting our priorities to have them align with the strategic plan.
  - In recent staff training, we reviewed the necessity to be diligent about how various revenues and expenditures are filed and submitted so we can maintain our record for accuracy.
  - Lois asked Rene for clarification on development charges (in case the school asks for their space back, which is a possibility). The Township is planning for this potential, so the Board does not have to be concerned with it. We don't want to be left out of the eventual decision making.
  - Barry asked if we should be allocating funds to protect them for an eventual development fund. Patti thought we would have little possibility this year of generating a surplus.
- **Staff training:** Ruth recently conducted a training module to review the basics of client service delivery, purchasing, and processing materials. The covered fundraising as well as special events – the staff was enthusiastic about hosting a summer picnic. Other ideas for fundraising included an escape room. Patrons want the latest books so we are looking at an “adopt a book” program to donate recent releases, and give credit to the donors for their support.

## 6. Community and Municipal Relations

- **Year 2 Board Targets:** Our goal as a Board is to increase and strengthen our partnerships (including Friends of the Library (FoL) – operating as a registered independent non-profit fund-raising entity) as well as relationships with Township officials. We want to ensure we maintain boundaries between our various partnerships and the responsibilities of the CEO. Many libraries are successful in having a Friends of the Library group to support programs, but they often are excessively demanding of library staff time and effort. It is important to be working in close alignment – especially in relation to how money raised is spent or allocated. FoL volunteer groups have no day-to-day operational responsibility for the Library. Lois said: if they are separate and add value, go for it. Otherwise let's continue with committees. Barry: we want to have a clear idea of what FoLs are doing and how they plan to hand over funds, but without strings attached to influence the operations of the Library. Ruth: if the Library will eventually be part of a multi-purpose municipal building, a FoL group might be useful in raising funds to contribute specifically to this purpose.
- Among our key responsibilities are aligning with the strategic plan going for as well as how to we go forward in the community. Do we do a survey or conduct a roadshow? Lois: Councillor Jeff Levesque is leading the Culture Committee, with Kate as a member – this will allow us to coordinate across the Township on how best to coordinate our communications tools and messages. Patti: when the committee has its first meeting, Kate will act as our liaison and update the Board as required. We always want to point to how we as a Library are contributing to the community as part of the overall Strategic Plan goals.
- There is an opportunity on the table to provide a formal tribute to Lucie Perrier to recognize her contributions to the Library and the community as a whole.
- Patti will provide a summary of the Board's accomplishments over the past four years.
- Lois confirmed that the Township is getting very good responses to their various surveys – combined with open houses in every ward has been an effective way to solicit citizen input. Kate: Agreed that the Township is far more effective at managing their social media channels.

## 7. Other Business

- Next Meetings – Board agreed to the proposal of the 2nd Wednesday of each Month 9 am (Lois has two conflicts to this schedule – July 10 and Sept 11. Kate has a conflict in February).

## 8. Adjournment

- Meeting was adjourned at 10:59
- Approved by consensus



Prepared by Sue Michalicka