



**MINUTES**  
**WEDNESDAY, APRIL 17, 2024 -- PUBLIC LIBRARY BOARD MEETING**

**Wednesday, April 17, 2024, 9:00am**

**Via: ZOOM/Public**

Present: Patti McArthur – Board Chair  
Ruth Jones – CEO/Treasurer  
Barry Brydges  
Nicole McKinnon  
Sue Michalicka  
Lois Thomson – Councillor  
Emily (Meyers) Thompson

Absent:  
Kate Zeyl

**1. Call to Order**

**2. Approval of Agenda**

- Additions/deletions -- none
- Approved by consensus

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

- None

**4. Approval of Minutes Dated Wednesday, February 14, 2024**

- Approved by consensus

**5. Finance Report**

- **2023 Draft Audit Information for Board Recommendation**
  - Welch LLP were contracted through the Greater Madawaska Township to provide the 2023 Audit (includes GMPLLC)
  - Audit fees \$2,000

- Auditor’s opinion: The accompanying financial statements present fairly, in all material respects, the financial position of the Library Board as of December 31, 2023, and its financial performance for the year then ended in accordance with the Canadian public sector accounting standards (PSAS).
  - No additional notes or recommendations were provided by the Auditors.
  - The GMPLLC Finance Committee (Committee Chair Ruth Jones – CEO, Barry Brydges –Trustee, Patti McArthur – Trustee) has reviewed the December 31st detailed Financial Statement and the 2023 Bank Reconciliation spreadsheet with the final audit and all are aligned.
  - **RECOMMENDATION OF THE GMPLLC FINANCIAL COMMITTEE:** approve the draft audit of the 2023 financial statements for the Township of Greater Madawaska Library Board.
  - Lois asked if anything had been changed that would have resulted in such an excellent rating. Patti explained that we’ve always been diligent in monitoring the financials – with credit to Ruth and Tracey.
- Audit 2023 for Approval
    - Approved by consensus. (presented by Patti, seconded by Barry)
    - Patti will submit to the Township for inclusion in the overall budget
  - Finance System Transition
    - The Township is only now launching its new software, so we did not pressure them to provide data for this meeting
    - The annual Library Survey and Report is done (awaiting some website usage data) and will be posted on our website for the Board and the public to review.
    - Follow-up: Five years ago we were asked to amalgamate with Renfrew Public Library which the Board at that time voted against. In the past five years acting as an independent entity, our service delivery statistics have been stellar.

## 6. Upcoming Activities

- The Online Auction (to raise money) organized by Tracey goes live this weekend.
- We have several author visits scheduled.
- The Annual Report is complete.
- We will participate in the Lions Garage Sale in May but will have our offerings in-house rather than at the community centre to avoid overtime staffing.
- We will participate with the school at their Book Sale – May 20-27.
- Patti asked if we could develop a Wish-List for Book acquisitions – Ruth to follow-up.
- Lois advised the Highlander comes out May 1 and will include promotions for the upcoming activities. Lois advised that she has two donations from a local author.
- The Summer Reading Club launches mid-June and will be reinforced by a Thursday in-person program. The theme is “dragons”.

## **7. Other Business**

- Meeting Schedule 2024 – Jan & Feb complete
- March no Mtg
- April 17
- May 08 – no guarantee that we will have the financials by then due to the new software. Lois added that several municipalities are doing the same software launch, and the consultants did not have the capacity to provide the user training. Ruth said the new system looks good so far, but it is too soon to assess.
- June 12
- July & August - no meeting
- Sept 11
- Oct 09
- Nov 13
- December 11

## **8. Adjournment**

- Meeting was adjourned at 9:23 am (Lois moved, Nicole seconded)
- Approved by consensus

Prepared by Sue Michalicka