



## **MINUTES**

### **WEDNESDAY, DECEMBER 11, 2024 – PUBLIC LIBRARY BOARD MEETING**

**Wednesday December 11, 2024, 9:00am**

**Via: ZOOM/Public**

#### **Present:**

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

Absent: Kate Zeyl

#### **1. Call to Order**

- 9:01 am

#### **2. Approval of Agenda**

- Additions/deletions -- none
- Approved by consensus

#### **3. Declaration of any Conflict of Interest**

- None

#### **4. Approval of Minutes Dated November 6, 2024**

- Approved by consensus

#### **5. Finance Report**

- Transfer Payment Ontario (TPON) – Pay Equity

- Last year we didn't get our grant until January; this year we applied in September and can see online that it is approved, but the payments have not yet arrived in our bank account. Some libraries are beginning to report that their accounts have been updated.
- Finance Statement for December
  - We don't anticipate an update until later. Our reconciliation is somewhat complicated, and our statements don't always come in on the same dates, which means that accounts can vary (and can be frustrating to track our numbers). In grants: every place we drew revenue this year came to \$10,094 (draft). We received our money from the township \$167,503 -- we are still short on donation revenues, but we are still anticipating ~\$11,000 in O/S grants so we are going to meet our goals.
  - A full draft of the Financial summary will be attached to these minutes.
  - We are looking very good as we reach the end of the year.
- Budget 2025
  - No questions to-date (At a Special Council this month we were approved without any pushback)
  - Lois felt it worked in our favor that we were not asking for any additional funds this year, in a touch fiscal year.
- Motion to send Direction to Bank to move additional funds to GIC
  - This was discussed at the last meeting, so Patti asked for a formal vote to approve the funds to a GIC (our only option). Barry asked if the transfer would affect our account – Patti clarified this are primarily funds from a dead account and is not tagged for another use.
  - Lois moved that anything in excess of operation needs will be tagged for transfer.
  - Barry moved, Lois seconded for approval
- End of Year – Final review and prepare reconciliation for Audit

- Because the Government fiscal ends in March rather than ours at the end of the month, there is a lag, but as this is standard operation procedure, we are confident that the money is as promised and will be in place as expected.
- Congrats to Ruth for an amazing job!

## **6. CEO Report**

- Staff Milestone
  - Tracey was recognized for five years' service by the Township and as a Board we equally recognize Tracey's dedication and stellar performance.
  - Ruth suggested we provide a gift certificate to a local establishment in recognition of her service on behalf of the Board and its clients. (funded through the Pizza Fund)
  - Lois asked that we also confirm what the other recipients received from the Township, so we keep the honorarium in line.
- End of year purchases
  - Ruth has been active purchasing a number of much needed items from our Walmart grant before it becomes stale-dated
  - We have new shelving in the children's section.
  - Ruth hoped to buy a new computer for Library use.
  - We also have a water testing kit for patrons to test their lake water quality at no cost to clients. We will be promoting as we approach spring.
  - Lois offered to produce posters to publicize all programs (and audio books!) and encouraged the Library to use this media channel, especially to increase information dissemination in Wards 2&3.

- Several Christmas-themed programs for families over the next two weeks are being offered.
- Mah-Jong is being offered in the post-Christmas season.
- We are still seeking a fitness program coordinator – we had 10-15 regulars in the last session that was offered.
- Patti asked: when the Township negotiated our rent, do we still have access to the gym? Ruth believes so, but Patti asked that we confirm the lease terms.

## 7. Other Business

- Meeting Schedule 2024 – 7 required and 9 completed (Hurrah! -- overachieving)
  - Going forward, the Board was asked if the Wednesday schedule still worked for everyone. Lois only has one conflict (in October).

<b>Proposed Library Board Meetings – 2025 ( 2<sup>nd</sup> Wednesday each month @ 9AM)</b>			
<b>January 8</b>	<b>February 12</b>	<b>March 12</b>	<b>April 9</b>
<b>May 14</b>	<b>June 11</b>	<b>July no meeting</b>	<b>August so meeting</b>
<b>September 10</b>	<b>October 8</b>	<b>November 12</b>	<b>December 10</b>

- Emily asked if the Library still plans to host the Canada Day Pancake Breakfast. In 2024, we were lucky to have support and help from the Firefighters; Barry suggested we need to start early to get our volunteers in place sooner rather than later if we are committed to continuing.
- Patti says we have excellent organizational documentation to manage logistics and food ordering, but if it grows in popularity, we will need to mobilize committed volunteers. Emily will follow up with the Chief to ensure we have early guarantee of participation. Emily asked if the payback is worth it, and Patti assured the Board it remains our biggest fundraiser.

- Lois asked if we could recruit and sign up Library memberships at the Pancake breakfast (and Lois again offered to produce posters). Barry suggested we have someone dedicated at the Breakfast to solicit new members.
- Patti wondered if we could provide a Library card to all new residents (with their tax info), but we have to ensure they are ACTIVE members in the long term to support our services. All efforts must be accompanied by an effort to activate the card that could be updated online. Emily suggested we work with the Township to verify if we can access new residents. Lois tabled for further discussion – we look for guidance from Ruth and staff before putting on a future agenda.

## 8. Adjournment

- Meeting was adjourned at 10:01 (Barry moved, Lois seconded)

