



MINUTES

WEDNESDAY, MARCH 19, 2025 – PUBLIC LIBRARY BOARD MEETING

Wednesday, March 19, 2025, 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
Kate Zeyl

1. Call to Order

- 9:03 am

2. Approval of Agenda

- Additions
 - What we're paying for insurance
 - Q2 Spend projections
- Approved by consensus

3. Declaration of any Conflict of Interest

- None

4. Approval of Minutes Dated February 12, 2025

- Approved by consensus

5. Finance Report

- **Audit Authorization**

- The auditors have the audit book, but we have looked at the preliminary numbers. Patti has been asked for her authorization to proceed which is the official start of the audit activities.

- **Revenues received/Donations**

- **Communications Grant**

- We received our Connectivity Grant and our rebate.
- We had our fundraiser – an online auction – which raised \$400.
- The Communications Grant (\$1,600) is applied for late the previous year, but we give it entirely to the Township because it must be used exclusively for communications.
- Vote to approve (Barry/Lois) – by consensus
- This will allow Patti to cut the cheque

- **What we're paying for insurance**

- We received the statement for February, we noticed we had been charged \$3,011 and we budgeted \$2,600 (based on the Township's recommendation). In November we paid \$2,300 – so we have asked for clarification on the discrepancy.
- In response, it appears we are definitely up by \$400 (up about 30%). No direct action required, but it appears that all insurance costs are rising unexpectedly (The Township is experiencing the same rise). We need to discuss how insurance costs are allocated and calculated across all agencies/departments.
- We ARE probably the least risky of all the departments. We have never had claims to date. What is our coverage? (Ruth thought we had \$2M which includes liability.) Both Barry and Lois expressed a desire to see specifics of our coverage because there is a significant difference between the categories of liability and physical assets and what our restrictions are. Ruth to follow-up.
- Patti's reaction was why we had such a significant increase so we can plan (and potential recoup) in our Q1 financial review. We want to be more accurate when we are requesting money for next year.
- Barry: the bigger concern for the Board to review is whether we have got adequate coverage? Are we exposed to risk? What are the deductibles, and have they changed?

- Lois: since the Library is in school and adjacent to the Church parking lot, are slip&fall accidents our liability or is that responsibility of the School or Church?
- The Board needs to see and examine the policy terms and conditions. Ruth and Patti to follow-up.
- **Q2 Spend projections**
 - In the past Skippy used to buy all her supplies in Q1, but we have been more circumspect because we have limited storage options. Should we consider more up-front purchases to avoid the impact of price increases and tariffs. Ruth advised we have put in significant orders (and taken advantage of a discount to do so).

6. CEO Report

- **Annual Public Library Survey (report to ON)**
 - Complete – this is one of our annual commitments that is the basis for our funding.
 - Ruth to provide Patti with a log-in to approve
- **Annual Report**
 - We have prepared an annual report in conjunction with our survey requirements. We have compared our practices to other Libraries, and most have moved away for traditional annual reports to a more PPT-deck style format with more statistics to summarize our activities. This would be made available online.
 - Patti/Ruth want to use this change to highlight our many successful partnerships (Watersheds for example). We want to use this as an opportunity to promote and market ourselves.
 - Everyone agreed to this approach change.

7. Other Business

- **Membership**
 - There was an advertisement for the Library included in the Tax Bill. We are appreciative of the Township for this service – we hope this will add to our membership.
 - Ruth updates our membership numbers anytime but focuses on the time frame of the budget/survey so we can have a year-over-year measurement.

- Patti wondered if the new housing development was selling (as a potential source of new members). Lois and Barry both reported construction seemed to have stalled (so much so that they are planning an advertising blitz).
- Ruth reported we once again plan to attend the Calabogie Summer Market once a month to promote memberships and increase visibility of library programs. The Lions have experienced significant benefit from Market participation, so it's worthwhile to take part on a regular basis.
- Lois: asked about offering a photography workshop. Ruth is negotiating with a supplier to offer the program on a wider geographic area than just Calabogie – but the thought is it might be more successful in the warmer weather.
- Barry: any updates on the pancake breakfast? Patti confirmed we are committed to proceeding, as it is our biggest fundraiser. Ruth asked if we can confirm that the firefighters will participate withs

8. Adjournment

Meeting was adjourned at 9:47 am (Lois moved to adjourn, Barry seconded)



Welcome Spring!

Minutes prepared by Sue Michalicka.