



**MINUTES
GREATER MADAWASKA PUBLIC LIBRARY BOARD**

Wednesday, November 14, 2022, 2:00 PM – 3:00 PM

Location: Via: ZOOM/Public

Present: Ruth Jones
Sue Michalicka
Patti McArthur
Lucie Perrier

Absent: Nicole McKinnon
Kate Zeyl

1. CALL TO ORDER

- The meeting was called to order at 2:05 PM

2. APPROVAL OF AGENDA

- Approved by consensus.
- Additions/deletions - none

3. DECLARATION OF CONFLICT OF INTEREST

- None declared

4. APPROVAL OF MINUTES: dated October 12, 2022

- Approved by consensus.

5. CEO Report

- Program Spend 2022 Discussion
 - We made our commitments for donations and fundraising
 - All monies should be spent by end of the calendar year
 - The goal is to spend \$7,200 across the operations for programs and infrastructure

- Proposed items for the spend include:
 - Folding chairs and table
 - Movie projector and licenses
 - Display cases
 - DVD drive
 - Criterion Licence for movies in the evenings for patrons in conjunction with the Calabogie Lions Club (CLC has space, kitchen and washrooms) this licence also provides the capability to viewing of DVDs when you don't have a driver on your computer
 - Cricket machine and materials
 - Modular shelving (via the Arnprior Library)
 - Video gaming system for after school programs – Councillor Perrier objected to this expenditure as it would represent a staff supervision requirement as a consideration
 - Art supplies
 - The Baby Bag program supplies
 - Christmas programming supplies (for example the popular Christmas Advent Program)
- Councillor Perrier asked about printers and photocopiers, our equipment is fairly new and doesn't currently need replacement or refresh.
- Much of our current infrastructure is bolted to the wall, so if we move there will be repair and replacement costs.
- Ruth will develop a final list for review and approval by the next Board.
- We have between \$6-9K in Development Cost funds. Proposed spend allocation will be submitted to the Township (Treasurer) when finalized.
- Trustee Patti McArthur clarified the process for spending the budget in some detail to assist with getting the items for purchase into the appropriate categories for spend.

6. Finance

- October Financial Statement
 - The October Financial Statement and GL were received just prior to the meeting. As there was not time to review, the high level amounts were input into the Library Board Budget Planning spreadsheet allowing a forecast to end of year spending. Observations:
 - The communication grant received in early 2022 was not as high as that received in 2021. This left a variance of -\$285. These funds come from the Ontario Government and the amount is assigned based on their formula.
 - The payroll grant (Transfer Payment Ontario TPON), is approved and the CEO has received a letter from the Ministry of Ontario that the funds are approved for \$11,817. As of this morning (Nov 14) the funds were not received in the GMPLLC RBC Bank Account. It was agreed that a Direction be left for the incoming Board to transfer the

funds to the Township to appear in the Finance System of Record, when they are received by GMPLLC in the RBC account.

- Fundraising/donations raised by GMPLLC for revenue commitments has exceeded \$7200 by \$195. The \$7200 in funds are available in the RBC Bank Account. A Direction is left for the incoming Board to transfer the funds, (\$7200), to the Township as soon as possible for the Finance system of Record against budget. Agreed and approved by all.
 - Year to Date – the Finances are tracking as expected. There will be funds not spent at end of year against payroll and rent, as there was a Covid 19 lockdown in the early months of the year. This resulted in curbside service and less staff hours, as well as the Schoolboard providing some rent relief as good will. These payroll and rent funds will roll back to the Township reserve after the 2022 Audit and reconciliation.
- Projections to end of 2022 (Spend)
 - On track and as expected
 - Grants TPON
 - The \$11,817K Grant from the Ministry has been approved but has not yet arrived in the bank - (as stated above).
 - As this Board's signing authority ends November 14th, we are leaving a direction for the future Board to transfer the grant/funds as soon as they clear. Agreed and approved by all.
 - Our cash balance at the conclusion of our term is \$17,232.96 in the GMPLLC RBC Account. There is not sufficient funds to transfer the TPON and Fundraising amounts to the Financial System of Record at the Township. A Direction for the \$7200 for fundraising and donations is given to the Incoming Board. (see above)
 - The GMPLLC GIC investment funds were agreed to be reinvested for another year. This was discussed and Councillor Perrier Moved and Patti McArthur seconded and the Motion was approved to direct the Bank to reinvest the GIC.
 - Patti McArthur will process the request to the Bank today before our term ends
 - Board Term
 - November 14 is the last day of the Board term which runs in line with the Municipality Council term.
 - We do not have a start date for the new Board.
 - Sue Michalicka reminded everyone to complete and submit their applications ASAP to apply for the New Board, so that the Township has a complete roster of applicants to consider for appointment.

7. Other Business

- Thank you to Board Members, Partners, CEO and Staff -- Patti McArthur to send a formal thank-you on behalf of the Board
- Councillor Perrier proposed a Music Trivia night in January to raise funds.
- Next Meetings TBD – New Board. The Township will call the first meeting of the new Board and the first order of business is to elect the Chair.
- Patti McArthur will send out a copy of our finalized transition plan and CEO Ruth Jones will keep the plan for the Incoming Board.

8. Adjournment

The meeting was adjourned at 3:00 PM (Moved by Patti/ seconded by Lucie)

Minutes prepared by Sue Michalicka