



MINUTES
WEDNESDAY, JUNE 12, 2024 -- PUBLIC LIBRARY BOARD MEETING

Wednesday, June 12, 2024, 9:00am

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

2. Approval of Agenda

- Additions/deletions -- none
- Approved by consensus

2. Declaration of any Conflict of Interest

- None

4. Approval of Minutes Dated Wednesday, May 8, 2024

- Change to the adjournment – 9:53 AM
- Approved by consensus

5. Finance Report

- Charity Report (CRA submission)
 - Had a Finance Meeting June 7 – mostly a discussion of taxes. Patti reviewed the process of determining the information that is most important.
 - We rely on the Auditor’s report and General Ledger
 - We also cross reference against our own reconciliation of spending and donations (critical as CRA may verify any taxpayer that uses one of our tax receipts)

- CRA's website provides all the forms for us to complete
- Second draft was sent to Finance Committee for end-to-end review
- The completed report was submitted and tracked (via Canada Post)
- We're watching the mail for verification that our Charitable return was received and reviewed.

- Statements waived for this meeting
 - High level opinion – There are some adjustments to be made
 - We're tracking under budget for Staff Time – we're hoping the new township system will clarify the numbers.
- Update MOU Lease
 - At the last meeting, we waived the decision to negotiate our own lease.
 - Nicole advised at the last meeting that the summer is best time to open these discussions with the school board.
 - Barry wanted to see the current MOU and verify that we DO have the authority to negotiate independently; he believes that the Township must be involved, even if we take the lead. Lois agreed because we need a co-signer to any agreement that involves funding.
 - Patti proposed the Board returns to the Township to agree we take the lead in any discussions regarding the lease, but we need the Township to be part of a three-way partnership. Lois moved, Kate Seconded. Vote: proposal passed
- Update Donations/Fundraising
 - The Calabogie Lions Club donated \$500 to the Library at their last meeting.
 - We are currently at \$500 in donations (before the Lions), and \$1500 in fundraising.
 - Canada Day Fee – Recommendations. Last year we charged \$12 adults/\$10 seniors/\$6 children. This is a fundraiser for us so the charges more than cover our costs. No one complained about costs last year and the prices were deemed reasonable. The Board agreed to eliminate the senior price. Lois asked who pays for the kitchen upkeep – The Township is now asking for a security deposit.
 - If the use of disposable plates is adversely affecting the ability to raise money, we should ask the Township to consider an upgrade to the kitchen for larger events. Power and dishwashing (water) upgrades are needed. Patti will write to the CAO regarding the facility and copy the Mayor.
 - (NB: both the Library and Township are seeking more volunteers through social media)

6. Summer Activities

- Overview of what is coming for the Summer
 - Culture Connect has provided materials for a number of innovative programs, including a Games Night
 - TD Summer reading club starts next week
 - Watercolor workshop at Barnet Park

- Last meeting for the Book club until September is next Wednesday
 - Lois asked how programs are planned and launched, because the Township now has a Recreation/Culture committee (led by Jenna) and we should seek synergies. Ruth explained sometimes we approach groups/other times we are approached with proposals, but programs and events are logically centered on The Library location.
 - Ruth expressed concerns that we already have challenges to get participants to come to the village – so Ruth thought it might be a greater challenge to deliver programs in Matawatchen where the population is already sparse. (Patti pointed out that we have had poor participation in Dacre).
 - Lois reiterated that the Ward 2&3 population increases substantially during the summer so it would be shortsighted to think we cannot raise participation for outreach events and programs.
 - Kate agreed to raise the issue of coordination between the Township/Library at the next Recreation/Culture committee meeting.
 - Ruth said we will also resurrect the NEW TO YOU sale as a fundraiser, the week following Canada Day.
 - The Canada Day Pancake Breakfast will be rebranded the CANADA DAY BREAKFAST to avoid setting an expectation, that we will be providing any gluten free pancake options. We will have access to the Lions bar and the Community Centre for set up in advance of the Breakfast.
 - The Silent Auction is still planned, but logistics have not yet started.
- **7. Other Business**
 - Meeting Schedule 2024 – 5 complete (Jan/Feb/Apr/May/June)
 - Sept 11, Oct 09, Nov 13, Dec 11
 - July & August no Mtg unless decisions required

8. Adjournment

- Meeting concluded at 9:55 AM – by consensus

Prepared by Sue Michalicka