



MINUTES
WEDNESDAY, SEPTEMBER 11, 2024 -- PUBLIC LIBRARY BOARD MEETING

Wednesday, September 11, 2024, 8:30 am

Via: ZOOM/Public

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

Absent:
Lois Thomson – Councillor

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, June 12, 2024

- Approved by consensus

5. Finance Report

○ **Q3 Review**

- Objectives:
- Review with CEO progress on Spend to Budget
- Identify any issues and discuss remedies
- Review budget commit through fundraising and donations
- Discussed: Financial Administration
- Documents reviewed:
- General Ledger to end of August (GMT created)

- Financial Statement to end of August (GMT created)
- Bank Reconciliation (CEO created)

Budget Commit – Fundraising and Donations – Estimate Amounts

Ontario Public Library Ops Grant (PLOG)	\$11,817	\$ 0
Communications Grant	\$ 1,368	\$ 1,620
General Donations	\$ 1,500	\$ 4,200
Fundraising (targeted)	\$ 2,000	\$ 3,000
Lot Development Fees	\$ 1,500	\$ 0
	\$18,185	\$ 8,820

Current Fundraising/Donations Tracking \$3,700 over commit
 Lot Development Fees not required – Stays as Contingency with GMT

Financial Statement GMPLLC to Aug 31 for 2024*

REVENUE	Actual	Budget
Grants	\$ 1,620.00	
Fundraising/Donations	\$ 7,200.00	
GMT Funds	\$ 155,389.00	
Lot Fees	\$ -	
	\$ 164,209.00	\$ 173,574.
EXPENSES		
Employee Payroll (Wages, Benefits, Costs)	\$ 57,527.00	
Employee (trg, mileage, H&S)	\$ 790.00	
Programming	\$ 1,482.00	
Books, E-Subs, e-Services	\$ 5,740.00	
Facilities (rent, lifts, insurance)	\$ 13,419.00	
Operations (comms, computers, telco, audit)	\$ 4,372.00	
	\$ 83,330.00	\$ 173,574.

Funds to Dec 31

Financial Administration

- Recommendation from Finance Committee to accept GMT Financial and GMPLLC Finance Statements to-date
 - Raise Motion to Accept/Not Accept
- Patti moved to accept the report, Nicole seconded. Approved by consensus
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- **Older Bank Account can be dissolved**
 - \$4,503 in account
 - Conditions met to remain open till PLOG, Comms Grant were received into the new account
 - No transactions (other than fees) are recorded over the last year
 - Raise Motion to dissolve
 - Discussion to move to new account or move to GIC (CEO Investigating)
 - Raise Motion to move or invest
 - Barry moved to dissolve the account; Emily seconded. Approval by consensus.

The options are to move to a new GIC or a Capital fund (need more details). We need to minimize risk as these are public funds. Patti suggested since we are getting rid of the old account and in the interim, we move the funds into our existing account while we maintain our charitable status. Patti will report back to the Board by next month.

6. CEO Report – Fall Ops and Activities

- **Overview**
 - TD Reading club was a success over summer.
 - Thursday Pre-school Children’s program was competing with other Calabogie activities, so attendance was down. It continues through the fall
 - Art program was mostly attended by outside participants/cottagers.
 - Finance management session upcoming
 - Immigration information session upcoming
 - Climate action groups have proposed a program.
 - Weekend reader program will be revived once the School gives us the go-ahead
 - Book club starts up next week
 - Currently reviewing the database to match up with e-reader options – some users have been using the system since 2011 without a valid library card.
 - BIAK is scheduled for the fall – due to popular attendance, we will investigate the option of using the gym. (The BIAK organization prefers to do the program outside).
- **Ideas for outreach**
 - Seeking new ideas for wards 2&3
 - Music and food are the post popular program draws.

- Lois wants parallel programs offered equally in Wards 2&3. The difficulty is that participation is low even in Calabogie. Barry asked – who’s holding the Financial seminar (which is currently not well subscribed), what’s the content and what’s the date – if he doesn’t have this info, he feels the information has not been adequately disseminated. Ruth advised that the coordinator is offering this program pro bono – and is not intended to build a personal business client base. Their organization is committed to outreach and learning. Patti asked that the coordinator be asked for an agenda so we can promote content.
- Kate pointed out that timing of events is potentially problematic on weekends because they conflict with family sports and activity commitments. Late afternoons might result in better attendance. Patti suggested using the community hall more often and offering simple meal options (i.e. Hotdogs and a soda). Are potlucks an option? A cookie exchange? Can leftovers be donated to the Foodbank? Patti will check with the Food Inspector as to what is permissible.
- Each of the wards has a Christmas Party – can we supply STEM gifts or a form of entertainment? Road show breakfast or lunch that explains indoor program options during the winter (we would contribute food/snacks).
- Emily suggested setting up a Little Free Libraries in Wards 2&3 where we can provide free donated books, but also use them as information dissemination points.
- Nicole suggested more posters/brochures/kids in the Matawatchen Hall (Nicole volunteered to distribute if Ruth advises when material is available.) Patti asked for suggestions of useful “kits” (i.e. a Grandparent Kit, a Toy Lending Library) that would be popular to be loaned out and would qualify under our current grant applications.
- Library members are currently static at about 380 -- let’s consider a membership drive to increase numbers.

7. Other Business

- **Budget 2025**
 - Budget will be discussed by the Township mid-November – we are looking at about 3%. Using the formulas we have been given, we’re looking at \$3,500 in employer costs. Patti wants the Board to review and approve our presentation in October.
 - Meeting Schedule 2024 - six are complete (Jan/Feb/Apr/May/June/Sept)
 - Oct 09, Nov 13 (subject to adjustment if we need to coordinate with Township budget meeting), Dec 11
 - March, July & August no Mtgs

8. Adjournment

- Barry moved to adjourn; Kate seconded. Meeting concluded at 9:25 AM – by consensus

Prepared by Sue Michalicka