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MINUTES

WEDNESDAY OCTOBER 09, 2024 – PUBLIC LIBRARY BOARD MEETING

Wednesday October 09, 2024, 9:00am

Via: ZOOM/Public

Present: Patti McArthur – Board Chair
Ruth Jones – CEO/Treasurer
Barry Brydges
Emily (Meyers) Thompson
Lois Thomson - Councillor

Absent: Kate Zeyl
Nicole McKinnon
Sue Michalicka

1. Call to Order

- 9:02am

2. Approval of Agenda

- Additions/deletions -- none
- Approved by consensus

3. Declaration of any Conflict of Interest

- None

4. Approval of Minutes Dated Wednesday, September 11, 2024

- Approved by consensus

5. Finance Report

- **Base level 2025 Budget Finances presented by Library CEO for approval.**
 - Overall costs will remain at the 2024 level.
 - Computer costs reduced and allocated to core service delivery of books, subscriptions, and online service.

- Exception on costs will be rent (under negotiation and therefore unknown at this time) and Employee costs aligned with Greater Madawaska Township Pay Equity Salary Grid at 3% CPI for 2025
- Estimated overall increase for 2025 is 2.9% without development costs (DC) utilized, and 2% if the library utilizes this reserve – final decision on the DC at the November meeting.
- Full presentation for Board review via email prior to November
 - Full presentation for Board Approval at November Board Meeting

Moved by Patti McArthur to accept the 2025 budget presented with final review of the material early November for presentation to the Township and Council at the Township budget meeting.

Seconded by Lois Thomson to approve.

Approval passed by all

APPROVED

Note: Barry indicated that there was insufficient time to review the budget and requests the draft material for the November Board Meeting be provided well in advance for the final review. CEO Ruth agreed to provide the information before November 1st.

- **Transfer Payment for Payroll (TPON) Ontario Grant**

- The transfer payment invitation to apply for the grant was received by the CEO and the application was submitted by the CEO within 48 hours.
 - Application is in Approval status waiting on funding decisions.

- **Old Bank Account Transfer**

- Old bank account transfer to our current account was directed by the Board in the last meeting and the direction sent to the Bank. The transfer has been completed.

6. CEO Report

- **Staff Training**

- Training on the new Library system from the province is ongoing – the system functionality has some areas that will need adjustment

- **Activities/Programs**

- The BIAK Early-On Indigenous learning will occur this month and all classes from St. Joseph's School will be attending
- The Book Bag Program delivers in November
- Weekend Readers has started up
- Halloween and Christmas Programs are in development

7. Other Business

- **Meeting Schedule 2024-** 7 complete (Jan/Feb/Apr/May/June/Sept/Oct)
- Next Meetings November 12 and December 11th

- March, July and August no meetings held

8. Adjournment

- Moved by Patti to adjourn – Second by Barry
- Meeting adjourned 9:37am

Minutes prepared by: Patti McArthur