

Library Board Minutes April 2019

The Rideau Lakes Public Library Board held a meeting at the Portland Branch on Wednesday April 24, 2019 at 9:30 a.m.

Roll Call was taken and the following Board Members were in attendance: Doug Franks, Pam Cairncross, Peggy Fletcher, Maxine Weber, Becky White-Thompson, Howard Sedding, and Marcia Maxwell.

Regrets: Mandy Fleming.

Staff: Vicki Stevenson.

Guests: Jessica Rothwell and Carole Fuller, Allan & Partners.

Introductory remarks: None.

Adoption of the Agenda

Moved by: Pam Cairncross

Seconded by: Derik Hodgson

The Rideau Lakes Public Library Board approves the Agenda with Financial Statements moved up to follow the Audit presentation.

Carried.

Declaration of Conflict of Interest. None.

Adoption of Consent Agenda items

RESOLUTION #19-20

The Rideau Lakes Public Library Board approves the Consent Agenda items: March 2019 Board Minutes, the April CEO report, and the March statistics.

Moved by: Peggy Fletcher

Seconded by: Becky White-Thompson

Carried.

For Discussion:

- a) Audit presentation Allan & Partners.

Jessica Rothwell and Carole Fuller presented an overview of the audit process and the outcome of the 2018 audit.

- Overall a good year. Good adherence to budget and review of numbers by the Board. No significant issues noted.
- Reserves are healthy, about 1/10th of operating budget, which gives a cushion.
- Signing authority with at least two members provides strong internal control.
- Possible efficiency with pre-authorized electronic payments – still requires two signatures as on a cheque – for certain utilities like Bell or WTC.

RESOLUTION #19-21

Moved by: Pam Cairncross

Seconded by: Howard Sedding

The Rideau Lakes Public Library Board accepts the 2018 Financial Statement as presented.

Carried.

Financial statement:

RESOLUTION #19-22

Moved by: Doug Franks

Seconded by: Marcia Maxwell

The Rideau Lakes Public Library Board accepts the April 2019 financial statements.

Carried.

b) Orientation Step 2. The Public Library Sector

Vicki reviewed the second section of the Board Governance package, *The Public Library Sector in Ontario*, developed by Southern Ontario Library Service (SOLS).

c) Newboro septic update

The Township has made some preliminary checks on the septic bed and will be installing a new toilet. They will continue to work on drainage and tile bed issues.

d) Draft work plan and subcommittees.

Work plan looks like a good start.

Subcommittees:

- Strategic planning: Maxine Weber, Doug Franks, Derik Hodgson, Peggy Fletcher
- HR & Policy: Pam Cairncross, Becky White-Thompson, Maxine Weber
- Accomodation as opportunity arises

e) New schedule for meeting.

6-7:30 pm 4th Thursday April-September

Noon – 1:30 pm 4th Thursday October-March

RESOLUTION #19-23

Moved by: Pam Cairncross

Seconded by: Derik Hodgson

The Rideau Lakes Public Library Board approves the new meeting schedule as follows: the 4th Thursday of the month, except for August and December, 6 to 7:30 p.m. from April to September and noon to 1:30 p.m. from October to March at the Portland Branch.

Carried.

Advocacy update: Provincial budget cuts to SOLS

Southern Ontario Library Service (SOLS) has ceased Interlibrary Loan (ILL) Delivery Service effective April 26 2019 due to a 50% budget cut after the recent Provincial budget. We can no longer offer ILL to our patrons.

RESOLUTION #19-24

Moved by: Howard Sedding

Seconded by: Peggy Fletcher

The Rideau Lakes Public Library Board supports actions to attempt to save Interlibrary Loan Service and to voice opposition to the recent budget cuts to Southern Ontario Library Service (SOLS).

Carried.

Friends of the Library:

Very successful fundraising at the recent bake sale. The Fashion show runs this weekend and there is an Author Event Sunday May 26 at the South Elmsley Complex.

Meeting Evaluation:

Productive and any over time was due to the important topic of budget cuts to SOLS.

Next meeting: The next Library Board meeting will be the Portland Branch May 23 from 6 to 7:30 p.m.