

DRAFT Library Board Meeting April 23, 2020

The Rideau Lakes Public Library Board held a meeting using Zoom Videoconference Thursday April 23rd 2020 at 12:00 p.m.

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

Regrets: Pam Cairncross

Staff: Vicki Stevenson

Introductory remarks

Adoption of the Agenda

Moved by: Derik Hodgson

Seconded by: Peggy Fletcher

The Rideau Lakes Public Library Board approves the Agenda with date of next meeting to Thursday, May 28th and the addition of a closed session at the end of the meeting to approve the March 26th closed session notes.

Carried.

Declaration of Conflict of Interest. None.

Adoption of Consent Agenda items

RESOLUTION #20-05

The Rideau Lakes Public Library Board approves the Consent Agenda items:
January 23 Board minutes

Moved by: Howard Sedding

Seconded by: Derik Hodgson

Carried.

RESOLUTION #20-06

March 16th emergency meeting notes are accepted.

Moved by: Doug Franks

Seconded by: Derik Hodgson

Carried.

RESOLUTION #20-07

February, March and April CEO report

Moved by: Peggy Fletcher

Seconded by: Doug Franks

Carried.

RESOLUTION #20-08

February, March and April Statistics

Moved by: Derik Hodgson

Seconded by: Marcia Maxwell

Carried.

For Discussion/decision:

- a) 2019 Financial Statement from the Auditor, Allen & Partners

Jessica Rothwell and Carole Fuller from Allen & Partners met with Vicki March 5th 2020 at the township office in Chantry to review the 2019 audit and made the following recommendations:

- Add signing off on credit card statements as an added check and balance
- Continue to follow security measures in buildings with regular alarm code changes.
- Continue progress on final phase of Pay Equity review.
- Motion needed to transfer surplus to reserves (see page 11 under the accumulated surplus note, there is an unrestricted surplus of \$28,992 – this includes the \$14,500 from development charges in 2019).

RESOLUTION #20-09

Moved by: Doug Franks

Seconded by: Marcia Maxwell

The Rideau Lakes Public Library Board agrees to move the unrestricted surplus of \$28,992 to reserves in the 2019 Financial Statement.

Carried.

RESOLUTION #20-10

Moved by: Howard Sedding

Seconded by: Derik Hodgson

The Rideau Lakes Public Library Board accepts the Auditor's 2019 Financial Statement as amended.

Carried.

b) Budget 2020 and paygrid

- Paygrid recognizes the new paygrade level, Coordinator, developed in the fall of 2019 as well as the 1.5% pay equity and cost of living allowance.
- 2020 Budget may need to adjust expense lines with changing situation.

RESOLUTION #20-11

Moved by: Becky White-Thompson

Seconded by: Mandy Fleming

The Rideau Lakes Public Library Board approves the final 2020 Budget.

Carried.

RESOLUTION #20-12

Moved by: Becky White-Thompson

Seconded by: Howard Sedding

The Rideau Lakes Public Library Board approves the 2020 Pay Grid to be implemented according to advisement from SOLS and our municipality.

c) Staffing updates

- Core team (3 managers and 1 coordinator) continue to work full time hours from home to deliver services and online collections, develop new procedures, correct catalogue issues, manage HR and payroll, take on training, pay bills and carry out bookkeeping, promote website and social media and deliver programs online.
- Circulation staff, including student positions, are on voluntary leave without pay (except one position, limited in hours, continuing training and banking hours).
- All staff have been given information on declared emergency leave as well as

- options for economic support such as CERB.
 - We continue to hold weekly drop-in Zoom meetings for moral support and to check in as a team.
- d) Portland Branch temporary relocation
- Informed by township that the earliest date of moving will be in September 2020
 - Location still not confirmed.
 - Some staff hours are already allocated to help with the move
- e) South Elmsley relocation
- New target date of Spring 2021 as O.P.P. move and tender process delayed
 - Possible provincial money for shovel ready projects may be a source of investment.

Advocacy: April 18th 2020 Governance meeting from SOLS update

- Many of the issues it raised, such as Staffing options, the Board has already covered
- 9 tips for Boards for decision making during Covid-19, Maxine shared some of these key points and it's available on the SOLS Governance site.

Financial statements:

RESOLUTION #20-13

Moved by: Howard Sedding

Seconded by: Becky White-Thompson

The Rideau Lakes Public Library Board accepts the February, March and April 2020 financial statements, this year to date.

Carried.

Friends: Events for spring and summer 2020 have been cancelled.

Adjournment: at 1:02 p.m. motioned by Derik Hodgson, seconded by Peggy Fletcher.

Moved into a Closed Session to approve notes from the March 26th meeting

Move out of close and adjourned 1:15 p.m.: Moved by Marcia Maxwell and seconded by Doug Franks.

Next meeting: The next Library Board meeting will be via videoconference as needed or in person at a suitable location Thursday May 28th, 2020 from 12:00 p.m. to 1:30 p.m.