

Library Board Minutes October 22, 2020

The Rideau Lakes Public Library Board held a meeting by videoconference on Thursday October 22, 2020 at 12:00 p.m.

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

Staff: Vicki Stevenson.

Introductory remarks: None.

Adoption of the Agenda

Moved by: Derik Hodgson

Seconded by: Howard Sedding

The Rideau Lakes Public Library Board approves the Agenda.

Carried.

Declaration of Conflict of Interest. None.

Adoption of Consent Agenda items

RESOLUTION #20-29

Moved by: Doug Franks

Seconded by: Becky White-Thompson

The Rideau Lakes Public Library Board approves the Consent Agenda items: September 24 Board Minutes, the October CEO report, and the September statistics.

Carried.

For Discussion:

a) Donations

- We are thrilled with the recent sizeable donation to expand our mobile wifi lending project and establish our MakerSpace. This will be part of a larger campaign to raise

funds to furnish and equip the new South Elmsley Branch.

b) Draft budget

- 2 versions were presented with the chosen 2021 draft budget a 2% request with exploration of seasonal Sunday hours at Elgin in transition back to full service.

RESOLUTION #20-30

Moved by: Doug Franks

Seconded by: Howard Sedding

The Rideau Lakes Public Library approves the draft version of the 2021 budget with a 2% request.

Carried.

c) Audit planning letter

- Materiality clarified.
- Auditor gave feedback on electronic funds transfer and contactless payment as possible but would need a process with strong internal controls and training.
- Asked the CEO to look into risk management plans with the municipality and other library systems and consider adding a Risk heading to the agenda each month.

d) Ecommerce 2021

- As recommended by the auditor we would ensure that any new payment method in place has the proper controls and doesn't cost more to use than it generates.

e) SE plan and updates

- Outdoor space open house was well attended and is generating a lot of excitement.
- Expanded library service point at the hall should be in place next month.
- Finalized floor plan of the new library branch expected shortly.

f) Policy adoption and review:

- Annual review of R-3 Health and Safety, R-4 Working alone, R-5 Workplace violence, F-4 Discrimination and harassment presented no changes.
- New policies R-3.1 Inclement weather and unexpected closures, R-3.2 Fire, floods, and evacuation give clarity around employee responsibilities and pay.

RESOLUTION #20-30

Moved by: Doug Franks

Seconded by: Derik Hodgson

The Rideau Lakes Public Library Board adopts the following policies R-3.1 Inclement weather and unexpected closures, R-3.2 Fire, floods, and evacuation, and has reviewed and approved the following policies R-3 Health and safety, R-4 Working alone, R-5 Workplace violence, and F-4 Discrimination and harassment.

Carried.

Advocacy update:

Vicki provided a letter by email from FOPL about their recent campaigns and change in leadership.

Financial statements:

RESOLUTION #20-31

Moved by: Marcia Maxwell
Seconded by: Derik Hodgson

The Rideau Lakes Public Library Board approves the October 8, 2020 financial statements.

Carried.

Friends of the Library: Inactive at this time but an informal executive meeting with library staff is planned for October 28th, 2020.

Adjournment: Meeting adjourned at 2:05 p.m. moved by Howard Sedding, seconded by Doug Franks.

Next meeting: The next Library Board meeting will be via Zoom Thursday November 26, 2020 from 12 pm to 1:30 p.m.