

## Library Board Minutes June 23, 2022

The Rideau Lakes Public Library Board held a meeting on Thursday June 23, 2022 at 10:30 a.m. at the Elgin Branch and via Zoom.

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

Regrets: Mandy Fleming, Derik Hodgson, and Becky White-Thompson

Staff: Vicki Stevenson.

**Introductory remarks:** Potluck for another time.

### Adoption of the Agenda

Moved by: Pam Cairncross

Seconded by: Peggy Fletcher.

The Rideau Lakes Public Library Board approves the Agenda.

Carried.

**Declaration of Conflict of Interest.** None.

### Adoption of Consent Agenda items

RESOLUTION #22-14

Moved by: Doug Franks

Seconded by: Howard Sedding

The Rideau Lakes Public Library Board approves the Consent Agenda items: the April 28, 2022 Board minutes, the June 2022 CEO report, and the April and May 2022 statistics.

Carried.

### Financial statements:

RESOLUTION #22-15

Moved by: Pam Cairncross

Seconded by: Doug Franks

The Rideau Lakes Public Library Board approves the May 16, 2022 Balance and Income financial

statements.

Carried.

**For Discussion:**

a) 2021 Financial Statements Approval

- KPMG has provided a draft of the 2021 Financial Statements
- They have noted that another auditor reviewed the 2020 paperwork as a comparison and their opinion is unmodified.
- All 2021 figures in the audit match our accounting numbers
- Chair Maxine Weber was contacted by KPGM to discuss the 2021 figures

RESOLUTION #22-16

Moved by: Pam Cairncross

Seconded by: Howard Sedding

The Rideau Lakes Public Library Board approves the 2021 Financial Statements.

Carried.

b) Marketing update:

Recent efforts to promote the library include,

- rack cards, totes, trailer signage, bookmarks at little libraries, golf giveaways
- Book sale at Elgin Days will be run by the Friends

c) Community partnerships

- The value and number of community partnerships has grown in the last decade so a document outlining ongoing community projects and highlights from 2022 has been developed to share on our website and with Council.
- Country Roads partnership lending mobile devices is set to launch. May help bridge digital gap, especially as our own wifi lending program is on hold.

d) Fundraising Portland Branch

- Space, layout and safety requirements are being considered at the new branch.
- Initial fundraising has begun but will be refined after the 2022 municipal election.

e) Risk management: Covid19 measures

- Township has officially lifted the state of emergency and the health unit has confirmed a lifting of most Covid19 measures.
- From our recent first aid training session, we've been advised against having Naloxone kits on site. In the event of a suspected opioid overdose, staff are advised to call EMS and use first aid training in airway management.

**Advocacy and Community Connections update:**

- FOPL is looking for a Trustee to be on their Board of Directors.
- A letter of congratulations will be sent to Steve Clark, MPP on the recent election.

**Friends of the Library:**

- The Friends are selling Greeting cards and will take part in Elgin Days with a book and card sale.

**Adjournment:** Meeting adjourned at 11:40 a.m. by Pam Cairncross, seconded by Howard Sedding.

**Next meeting:** The next Library Board meeting will be Thursday, August 25 2022 10:30 a.m. at Elgin hall.