

CAVAN MONAGHAN PUBLIC LIBRARY BOARD

Date: January 18th, 2022

Place: Zoom @ 7:00pm (meeting may be recorded)

PRESENT:	Lynda Allair	Vice-Chair
	Jessica Polak	
	Glen Spurrell	Chair
	Rob Swaffield	
	Michelle Watson	
	Karla Buckborough	CEO/Librarian
ABSENT:	Erin Stewart	Branch Librarian/Secretary
	Ryan Matheson	

1. Glen called the meeting to order and read the Land Acknowledgement at 7:01; followed by a moment of silence in honor of Cathy Moore and for Jack, Erin's father-in-law who also recently passed away.
2. Disclosure of pecuniary interest and the general nature thereof - none
3. Introduction of new Board Member - Jessica

4. Approve Agenda

Motion: 01/22

Moved by: Lynda

Agenda accepted as presented with two modifications:

6 - change "Re-election" to "Election"

Add 9c - Pay equity Review

Carried

5. Approve Minutes of meeting held on Nov. 16th, 2021

Motion: 02/22

Moved by: Rob

Minutes of the meeting held October 19, 2021 be accepted as distributed.

Carried

6. Election of Chair and Vice-Chair; review committees

Motion: 03/22

Moved by: Lynda

Accept the acclamation of Glen as Chair and Michelle as Vice Chair.

Carried

Motion: 04/22

Moved by: Michelle

To appoint Lynda as Financial Oversight Officer

Carried

The list of committees will be emailed to the Board members. Please review it and we will discuss it at February meeting.

7. CEO and Branch Librarian's Report
 - a. Report

Under the Step 2 regulations, public libraries are allowed to continue to be open with 50% capacity. We are offering take home activities, outdoor story time and curbside pickup.

b. Statistics

Library staff feel that circulation statistics would have been higher if the budget had allowed for more book purchases. Patrons were choosing to purchase their own rather than wait for material to be available to borrow.

c. Board volunteer hours form - please fill in as soon as possible and send to Karla

Motion: 05/22 **Moved by: Michelle**

Receive the CEO and Branch Librarian's Report and statistics.

Carried

8. Finance (Glen, Ryan, _____, Karla & Erin)

- a. November Operating, November Capital, December Operating, and December Capital Reports from Keystone
Rather than taking time to look at November, the Board concentrated on the December almost final reports.

Motion: 06/22 **Moved by: Lynda**

Receive the December Operating and Capital financial reports

Carried

- b. 2022 Budget - 1st meeting with Township on October 26th; 2nd meeting Nov. 17th, 3rd meeting Jan. 10th
- i. verbal update from Glen and Karla
 - ii. Reserves - discussion regarding use of reserves
 - iii. Operating and Capital

Updates were given by Glen and Karla regarding the meetings with the Township Budget Committee. Karla shared and explained the Reserve spreadsheet that was created in consultation with Kimberley Pope.

Motion: 07/22 **Moved by: Lynda**

Motion to continue meeting for 15 more minutes

Carried

Resulting from the conversation with the Township, the first ⅓ of the levy is now being received by the library in December, ready for January expenses. The Board discussed the library Working Fund Reserve, which is the money in the library bank account and has previously been used to cover the January expenses. We discussed how much we should keep versus commit to the library budget - which was a request from the Township Budget Committee. We also discussed the donation reserve and what it should be used for.

Many suggestions were made pending the budget discussion on Thursday, Jan. 20 with Council and a plan to continue the discussions with a special meeting planned for Tuesday, January 25th.

9. Human Resources (Lynda, Ryan, Karla, Glen) - **tabled to February**

- a. Staff Vacation
- b. Board and CEO evaluation - Board self-evaluation form
- c. Pay equity

10. Strategic Plan (Michelle, Rob, Glen, Erin & Karla) - **special meeting - January 25th**

- a. Brief update - more to be added after the meeting on January 13th.

11. Special meeting - called for January 25th @ 7pm to continue on with budget discussion and strategic plan.

12. Next regular meeting: February 15th, 2022

13. Michelle adjourned the meeting at 9:30pm

Signature: _____ Date: _____
Chair

Signature: _____ Date: _____
Secretary