

Wollaston Public Library
Library Board Meeting Draft Minutes
Wednesday October 25, 2023

Minutes approved by Roxanne Lambert
Date Nov 15, 2023

Attendance: CEO- Kelly Veenstra, Roxanne Lambert, Peter Lennox, Wendy Mortimer, Robynn Ripley, Traci Morrison, Carol Dahlquist, (online via zoom)

Regrets- J.D. Fentie

1. Welcome & Call Meeting to Order. Land acknowledgement

Roxanne called this meeting to order at 3:17 pm. She advised the board that Kelly recently completed 3 years of service with the library as of October 13th; and the last two years as the CEO.

2. Declaration of Conflict of Interest- None declared

3. Approval of the Agenda as amended, to add Discussion of CEO Request after item 8.

Motion by Peter, seconded by Traci

Carried

4. Correspondence (Roxanne)

Roxanne informed the Board about a positive email that was sent from a patron. The email was letting her know that the patron had experienced a very welcome and friendly experience within the Library. She wanted to congratulate the Board on appointing such a dedicated and hardworking CEO.

Roxanne also showed the board the birthday card she had received from her friends, with a donation of \$555.00 for the library.

5. Acceptance of minutes from Sept 20, 2023

Motion by Traci, seconded by Robynn.

Carried

6. Operational Report

Kelly talked about all the things that went on in the Library in September. Thanked the volunteers for their hard work in collecting donations and helping with the book sales. Kelly also noted that the school kids will be coming in again this school year. Kelly updated the board about her work on the Public Libraries Operating Grant.

Motion to approve the Operational Report by Carol, seconded by Traci

Carried

Circulation Report

Kelly talked about the circulation report that she provided for September.

Motion to approve the Circulation report by Robynn, seconded by Traci

Carried

Financial Report

Kelly presented the balance sheet from September, no major expenses.

Motion to approve the Financial report by Peter, Seconded by Traci

Carried

7. Review 2023 Estimated Year End Financial Projection

- Roxanne and Kelly had prepared an estimated year end financial projection document, Roxanne led the board through the document.
- It was noted that the library received significant donations from Bear Ridge campers, the Coe Hill Riders ATV club, and the donation on Roxanne's behalf intended to help with the purchase of the outdoor book return. There was also a donation of \$250 from the Legion, Dart League.
- Roxanne pointed out that we had underbudgeted for Hydro, and for some of the mandatory employer remittances. However, we were anticipating being underspent on some budget lines which would still allow for the purchase of the book drop and the new CEO computer and monitor.

- Kelly identified the estimates she has for the book drop and she will advise the board at the next meeting what the shipping and installation costs will be. If necessary, the board may need to draw from our bank account to cover any additional unbudgeted costs for this much needed item.

Motion to receive the 2023 Estimated Year End Project by Peter, seconded by Robynn, Carried.

8. Review DRAFT 2024 Proposed Budget for approval

The Township has requested our budget estimate be submitted to them for their November 14th Council meeting.

- Roxanne and Kelly had worked on the draft budget presented. Roxanne led the board through the proposed budget and changes.

Key items:

Utilities

- For 2024 we have increased the amount for Hydro to reflect last year's actual and based on the monthly amount for equal billing that is currently in place.

New Purchases

- Kelly is requesting the purchase of a fax machine that would also function as a copier. She has researched prices, and this amount has been included in the proposed budget for this line item. It is anticipated that we will need another bell line for the fax machine, so this has been budgeted for, as well as County IT staff as and when needed.

Staffing Costs

- The library needs to maintain pay equity with the Township staff wages. Since they haven't negotiated a collective agreement for 2024, it is challenging to determine what amount should be included for a wage increase. Cost of living for 2024 has not been posted for Ontario yet.

Roxanne's Proposal

- Request the same funding amount from Township \$41,124– with a request for additional library staffing funding, once any Township staffing increase have been determined, to ensure the library pay equity obligations are maintained.

Risk Consideration

- If the Council does not approve this request for the additional funding for staffing increases, the library board will still be required to pay at whatever level the Township staff receive, however, we will need to dip into our reserves to do so.

The board discussed putting in a 5.5% increase to the staffing lines only. This would be the amount we will submit to the Township Council as our budget estimate. If necessary, Pete and Roxanne would do a delegation to Council at the next meeting.

Motion by Robynn, seconded by Traci to approve the proposed 2024 budget, as amended to be updated to reflect a 5.5% increase in the staffing lines only, and for the Chair to submit this budget estimate to the Township. Carried.

Action: Roxanne will connect with Tracy Vader for assistance to calculate the mandatory expenses based on the 5.5% increased amount and will ask the Clerk if the library board should do a delegation at the November 14th Council meeting.

9. Discussion of CEO request

The board discussed the CEO's request. Roxanne will bring back a draft agreement reflecting the board's discussion for the board to review in a closed session at the November meeting.

10. Library Strategic Plan & Draft Workplan deferred until next meeting.

11. New Business: None

12. Date for next meeting: November 15th, 2023

**13. Adjournment- Motion to adjourn at: 5:00 by Peter, seconded by Robynn
Carried**