

ADMASTON/BROMLEY PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
March 28, 2022
7:00 PM

Present: Susan Patterson O'Neil, Jane Wouda (Librarian), Karen Payne, Beth McDonald, Brian Hmlton, Krista King, Lynn Clelland, Karen Coulas

Regrets: Lynn Agnew, Charlene Whattham

The meeting was called to order at 7:00 pm

1. Approval and additions to the Agenda

Motion to approve the agenda and additions

Moved by Karen Coulas

Seconded by Lynn Clelland

Carried

2. Declaration of Conflict of Interest - none

3. Approval of minutes

Motion to approve the minutes from February 28, 2023

Moved by Karen Payne

Seconded by Brian Hamilton

Carried

4. Business arising from the minutes

- Trivia night - Great night with 11 teams making a profit of \$1,116.00

Motion that we give a \$100.00 gift card to the Cull family as a thankyou for the use of their facility fo our trivia night

Moved by Lynn Clelland

Seconded by Brian Hamilton

Carried

- Little Caesars pizza fundraiser - we sold 114 kits with a profit \$638.00
- Hours and staffing - we will work towards changing the hours in September

5. New Business

- AgriSpirit Fund - Jane will apply for this grant
- Volunteer appreciation week - April 16 - 22, 2023. Susan will take care of getting gifts and writing thank you cards

Motion that we acknowledge our volunteers with a gift of up to \$10.00 and a thank you card
Moved by Brian Hamilton
Seconded by Karen Coulas
Carried

- CEO performance review - ongoing

6. Treasurer's Report as attached

Motion to accept the treasurer's report and pay all bills
Moved by Karen Payne
Seconded by Beth McDonald
Carried

7. CEO's Report as attached

Motion that the board cover all costs, including wages, mileage and conference fee for Jane to attend the Little Library Conference
Moved by Brian Hamilton
Seconded by Lynn Clelland
Moved

8. Policy Review - OP-02, HR-09

Motion to accept policy OP-02 Safety, Security and Emergencies in the Library with an amended working alone protocol
Moved by Lynn Clelland
Seconded Krista King
Carried

We will be working towards not having anyone working alone

9. Correspondence - none

10. Other Business

11. Adjournment - 8:30 pm

Next Meeting - April 25, 2023

Chair

CEO

Date

APRIL 25/ 2023
ADMASTON/ BROMLEY PUBLIC LIBRARY
TREASURER REPORT BY LYNN A AGNEW

April 13/ 23 deposit \$1403.00, all pizza funds
March 29/ 23 gift certificate \$100.00 thank you for Preston and Terry
Cull paid in cash from Trivia proceeds

Bills already paid

April 12, 23 reimbursement Jane Wouda #0998 \$55.82 for the
collection

April 25/23 Bell phone #27797339 \$93.26

April 26/23 Bell internet #27797338 \$120.85

The bell bills were higher than usual last month due to a glitch in online banking. I was able to rectify it when I returned from holidays. These numbers are our monthly rate.

April 26/23 MC \$632.37

April 25/23 AB Township April wages #0999 \$1856.63

April 25/23 **Buske, photocopier #1000** **\$56.22**

April 25/23 Susan patterson-O'Neil #1001 \$77.46

Reimbursement for volunteer appreciation gifts

Total of bills paid \$2892.61

I have a \$372.00 deposit to make, CWL donated \$250.00, Lynn Agnew paid \$50 for extra pizza samples, \$61.00 in pizza and \$12.00 in fines and photocopying.

I will have to request another advancement of money from the Township. As you are all aware, our PLOG money (provincial library operating grant) has been arriving later every year. Last year we did not receive our 2022 amount of \$5518.00 until late November/ early December.

Our Little Caesar's Pizza fund brought in a total of \$837.00. \$726.00 for orders, \$50 for pizza sample and \$61.00 purchased day of.

Library CEO's Report – April 2023

- **STATS:** *Overdrive for Mar.* – 180; *Library Checkouts for Mar.*, not including e-books – 417 (approx.); *Total Mar. Checkouts* – 597; *Inter-Library Loans for Mar.* – 7; *FB Reach* – 7552 (*FB Reach is the estimated number of people who saw any content from or about your Page.*) *FB Followers in Mar. 2023* - 328
- **Programming** – The Easter Storywalk at the Shaw Woods on April 8 was great. There were about 350 people at the event. We've already talked about doing another one next year. I also had a chance to connect with some of the people who work at the Shaw Woods regarding a Summer Reading Club Storywalk. The 2023 theme for the TD Summer Reading Club (SRC) is "Check This Out. It is all about facts and mysterious fiction; about exploring your neighbourhood, library and the world.
- **Collections** – Items purchased for collection in February – \$ 608.31 approx.
- **Policy Review** – We can begin reviewing HR-09, Health and Safety.
- **2022 Annual Survey** – The 2022 Annual Survey is complete. I have received a confirmation email. I am not sure when the Public Library Operating Grant (PLOG) is going to be available, but completing the Annual Survey is an important step towards getting the PLOG.
- **Summer Experience Program (SEP)** – We have received the Summer Experience Program grant this year! I have been given a timeline I need to follow for hiring and transitioning from a TPON account to a "My Ontario" account.
- **International Dyslexia Association Ontario Grant (IDA)** – No updates yet.
- **Fundraisers** – I'd like to extend a big thank you to the library board for all the work they put into the various fundraisers. Susan, our chair, has gone above and beyond, but everyone has contributed and helped to make the Trivia Night and the Pizza Fundraiser very successful. Thanks to Beth for organizing the Little Caesars fundraiser. Even though fundraising can be stressful and time consuming, we decided it was totally worth it! It isn't just about the money, it also brings the community together and promotes the library.
- **Correspondence:**
 - Mastercard – April
 - Bank Statement– March
 - Nestor Services bill – (Fortinet)
 - Bell Internet – April
 - Bell Phone – April

Miscellaneous:

- Paul W. updated the Firewall (Fortinet). We have received a bill for it.
- Some local librarians and JoAnne Brooks from the Ending Violence Association (Renfrew County) would like to show the film Women Talking in libraries throughout the county. We are currently trying to figure out how to make that happen. There would likely be a cost to purchasing a movie viewing license.
- I will be applying for the Agrispirit Grant. Applications are open from April 15 – May 15, 2023. Lynn and I are talking about a few ways we can update our application. We are also talking about other ways to fund a shelving project.
- I got some websites that I need to research for potential grants.
- Laura and Declan are both doing very well at the library. Laura will be working about one Saturday a month and Declan will do the others, as well as other shifts as necessary.