

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

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

Regrets: Lynn Oelland, Charlene Whattam, Karen Coulas

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 Lynn Agnew

Seconded by Beth McDonald

Carried

2. Declaration of Conflict of Interest - none

3. Approval of minutes

Motion to approve the minutes from January 17, 2023

Moved by Brian Hamilton

Seconded by Krista King

Carried

4. Business arising from the minutes

- Trivia night is Friday March 24
- Little Caesars pizza fundraiser - closing date is March 26
- Hours and staffing - tabled

5. New Business

6. Treasurer's Report at attached

Motion to accept the treasurer's report and pay all bills

Moved by Lynn Agnew

Seconded by Beth McDonald

Carried

Motion to allow the treasurer to pay the bills before the meeting in order to avoid late fees

Moved by Krista King

Seconded by Brian Hamilton

Carried

Motion to accept the proposed 2023 budget

Moved by Lynn Agnew

Seconded by Krista King

Carried

7. CEO's Report as attached

8. Policy Review - OP02 - tabled until we receive the township policy

9. Correspondence - none

10. Other Business

11. Adjournment - 8:50 pm

Next Meeting - March 28, 2023



Chair

CEO

March 28, 2023.

Date

March Bills ABPL

Bill	Date Received	Cost
Knowbuddy Resources	3/17/2023	\$ 160.90
Township of A/B Wages March	3/21/2023	\$ 1,607.10
Nestor IT Services	3/21/2023	\$ 832.81
Bell Phone	2/25/2023	\$ 103.47
Bell Internet	3/1/2023	\$ 241.70
Renfrew Printing (Trivia Night bill)	3/24/2023	\$ 30.45
Costco (Trivia Night bill)	3/24/2023	\$ 42.89
Mastercard Bill	3/21/2023	\$ 272.63
TOTAL BILLS		\$ 3,291.95

We have a cheque from the Douglas
Lion's Club for \$150.15.

Deposits March 2023

Source	Date Deposited	Amount
Trivia Night Fundraiser	3/27/2023	\$ 1,116.00
Float (library funds)	3/27/2023	\$ 255.00
Donation for Pizzas	3/27/2023	\$ 70.00
Lion's Club Donation (cheque)	3/27/2023	\$ 150.15
Book fines/photocopies/faxes	3/27/2023	\$ 199.00
TOTAL DEPOSIT	3/27/2023	\$ 1,790.15

**The bank balance as of March 27/2023 is
6254.40**

Library CEO's Report – March 2023

STATS: *Overdrive for Mar. – 188; Library Checkouts for Mar., not including e-books – 436 (approx.); Total Mar. Checkouts – 624; Inter-Library Loans for Mar. – 11; FB Reach – 1823 (FB Reach is the estimated number of people who saw any content from or about your Page.) FB Followers in Mar. 2023 - 323*

Programming – The egg painting evening went well. Many thanks to Susan for offering it. We had about 10 people of all ages who painted eggs; they had a great time. I met with someone from the North Algona Wilberforce (NAW) Rec. Com. about the upcoming Easter Storywalk at the Shaw Woods on April 8 at 1:00 p.m. It is pretty much ready to go. In addition, we are hoping to have a talk on Gut Health on April 26. I will start promoting it soon, once some of the other events are finished. I am looking ahead to the Summer Reading Club. I'll need to start making plans soon.

Collections – Items purchased for collection in February – **\$565.44 approx.**

Policy Review – We will continue to review OP-02, Safety, Security, & Emergencies in the Library Policy, which also includes Appendix A on Masks and the Procedure for Working Alone. If time, we can also begin reviewing HR-09, Health and Safety.

2022 Annual Survey – The 2022 Annual Survey is open. The final deadline is April 30, 2023. I have started it and still hope to finish it by the end of March.

Summer Experience Program (SEP) – I was contacted by the ministry to clarify something on the application and was told they had not made their final decision yet, but that my application looked good. I will follow up with them if I do not hear anything soon.

International Dyslexia Association Ontario Grant (IDA) – No updates yet.

Fundraisers – We have been busy promoting both the Pizza Fundraiser and the Trivia Night. I hope we get more pizza orders and teams before Friday! We seem to be struggling with our fundraising attempts this year. Maybe we need to look at how we promoted things or the timing, but it may be just be a result of people watching their budgets. We'll hope for the best!

Correspondence:

- Mastercard – NYR
- Wages– March
- Nestor Services bill – (Fortinet)
- Bell Internet – March
- Bell Phone – March
- Bank Statement – Feb.

Miscellaneous:

- Laura S. accepted her offer of employment. She is busy training and has received her keys from the school board. She will be working every other Saturday.
- I completed the survey from the Ontario Parks Library Permit Lending Program.
- There will be another **Little Branches Library Conference** from May 4 - 6 at the Arnprior Public Library. I would like to attend for at least some of the days. The conference is for 3 full days and costs \$150. There is also the option of signing up for one or two of the days - daily rate is just \$60. The conference includes:
 - 4 plenaries including a concert and a host of sessions, panel discussions and round table events;
 - Meals: 3 lunches, a dinner, continuous refreshment station and a send-off sundae bar
 - Plenty of opportunities to network and make new connections