

Ramara Township Public Library Board

Thursday, January 19, 2023

Board members present: Deputy Mayor Bell, Councilor Sherri Bell, Dayle Rochon, Ken Szijarto, Ninette Gyorody, Karen Whitehorn, Donna Hewitt, Jane Ste. Marie, Janet Banfield

Regrets: Adrienne Davies

- Group introductions
- Land Acknowledgement

1. Call to order: 1:23 p.m. by CEO, Janet Banfield

2. Consent agenda: *none*

3. Approval of agenda:

Motion #2023-01 Moved by Jane Ste. Marie, seconded by Karen Whitehorn that the agenda be Accepted. Carried.

4. In Camera: *none*

5. Declaration of conflicts of interest: *none*

6. Elections:

- a) **Chairperson:** Jane Ste. Marie
- b) **Vice-Chairperson:** Donna Hewitt
- c) **Secretary:** Adrienne Davies
- d) **Treasurer:** Manon Higgins
- e) **Board Assembly rep:** Karen Whitehorn

7. Minutes of preceding meeting: *distributed*

Motion #2023-02 Moved by Donna Hewitt, seconded by Jane Ste. Marie that the minutes of the previous meeting be accepted as tabled. Carried.

8. Business arising from the minutes: *none*

9. Correspondence: *Janet Banfield*

a) **Federation of Ontario Public Libraries (FOPL) advocacy updates re: Bill 23, More Homes Built Faster Act, etc.**

Janet reviewed the background to the communication received from FOPL re: Bill 23. Identified potential negative impact to libraries with impact to Development Charges (DCs).

10. Chairperson's remarks: *Jane Ste. Marie*

Thank you for the nomination. Our former Chair – for 15+ years, he did a great job. Larry has agreed to mentor and provide institutional knowledge to new Chair.

11. Treasurer's report: *distributed, Janet Banfield for Manon Higgins*

Presented financials - actuals to budget at point of time – additional expenses will come in after this point prior to year-end. Walked through what is included in various account lines for information. Whatever is remaining at a year-end is put into our reserve for future use – that would require a Council resolution approving that expenditure. Who makes decisions regarding expenditures? – Staff; Board establishes budget; staff operates within that budget and reports back to Board. Items listed as Capital are not eligible for DC funding.

11. Treasurer's report – cont'd:

Janet explained the Simcoe County Library Co-operative (SCL) and what was provided through that Co-operative (on-line, physical material, vendor negotiations, purchasing power etc.). Distribution of materials has occurred over first few weeks of January.

Motion #2022-03 Moved by Ken Szijarto, seconded by Karen Whitehorn that the January 2023 Treasurer's report be accepted. Carried.

Proposed budget presented by Janet, one small change noted. Janet walked Board through 2023 budget. Due to eliminating overdue fines, fundraising will be utilized to offset those reductions. Services fees & charges are established by the Board through policy. Policies were fully reviewed approximately 4 years ago – time to review and update accordingly. 8.5% increase over the 2022 Library budget was approved – need to make up approximately \$16,000. Janet recommended a return to Council to request a one-time expenditure from Library Reserves to offset the shortfall. The FTE allocation will not change with retirements, but the position of staff on the grid maybe lower as they will be less experienced. Staff training is greater than normal to support CEO succession planning. Policies provided to Board and available on website.

Library General Reserve – approximately \$48,000; additional reserves for capital and expansion.

At year-end, our CIBC account will be drawn down by the Township to cover some of our 2022 expenditures.

ACTION: Janet to request our Treasurer to provide an orientation to the Board on the Library's financials and reserves at the February Board meeting.

Motion #2022-04 Moved by Karen Whitehorn, seconded by Dayle Rochon, that the Board request Council approve a \$16,000 allocation from the Library's General Reserve to offset the budget shortfall. Carried.

12. Chief Executive Officer's report: Janet Banfield

Brechin branch forced to close by the Township due to mold issues. The building is owned by the Township and the library rents space in the basement. The building is operated by the Medical Centre Board. Testing conducted, issue identified, quotes received for remediation, remediation is ongoing, anticipate reopening mid-February. Major development – 400 homes in Brechin will result in greater demands in community – library, schools, recreation, etc. First phase will be 96 dwellings.

Maybe a desire from Council that library services be centralized in Brechin. May require our focus to shift.

Janet was a part of recent Development Charges background study that included our library as part of this. Proposed tear down/replacement of existing medical/library in Brechin – on site.

Successful with 2 grants from CFOA in 2022. SCL downloading has impacted staff demands and time.

Shared the digital tools available on the Library's website. A series of technology transformations will be ongoing in 2023 due to dissolution of Simcoe County Library Co-op.

Mentorship/tutoring program ongoing.

This year's budget will continue to invest in professional development for the Library team.

13. Council's report: *Deputy Mayor Bell/Councilor Bell*

Budget – 8.5% supported; Bill 23 not viewed as significant impact to the library. Discussed how to bring services to rural areas within Ramara rather than asking the community to come to library for programming. Additional staff costs would be incurred.

14. Committee reports: *none*

15. Other business:

a) Library Board orientation – *Janet Banfield*

b) Trustee photos, meet Library staff and branch tour – *Janet Banfield*

16. Friends of the Library report: *Janet Banfield, Adrienne Davies*

Great help at Library events. A couple members of the Friends of the Library participated in an information session with other Friends group – waiting to hear back on results.

17. Public comments: *none*

18. Date and location of next meeting: *Thursday, February 16, 2023, 1 p.m., by Zoom – Janet will send the Zoom link and materials.*

18. Adjournment:

Motion #2023-05 Moved by Karen Whitehorn that the meeting be adjourned at 4:08 p.m.