

Lois McGrath

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – October 19, 2023

Tyendinaga Township Public Library (852 Melrose Road, Shannonville, ON)

Attendance:

Library Board Members: Kristin Farrell, Don McFarlane, Lois McGrath, Cathy Mullarky, Nicole Lentini, Marian Petelycky, Christa Ray (via Zoom – 6:05 pm – 6:30 pm), Julia Smith (6:12 pm – 7:30pm)

6:10
Nov. 16, 2023

Township of Tyendinaga Council Delegation: Mayor Claire Kennelly, Councillor Jen Phillips, Carla Preston (Chief Administration Officer) (6:00 pm – 7:30 pm)

Guests: Peggy Malcolm, Consultant - Ontario Library Services (via Zoom- 6:00 pm – 7:00 pm)

Chair - Lois McGrath

Recorder of Minutes – Marian Petelycky

1. **Call to Order** – Lois McGrath (Commencement – 6:00pm)
2. **Approval of Agenda**
 - 2.1. One addition to the agenda was added under new business (Safety, Planning Meeting)

Motion 2023-10-19-01 - To approve the agenda as amended

- Moved by Cathy
- Seconded by Marian

Carried

3. **Declarations of Conflict of Interest**
None

4. **Approval of Minutes from Previous Meeting Minutes**

- 4.1. **Regular Meeting of September 21, 2023**

- a. One amendment to the Sept 21, 2023 was requested.

Motion 2023-10-19-02 - To approve the amended Sept 21, 2023 minutes

- Moved by Marian
- Seconded by Nicole

Carried

5. **Business Arising from the Previous Minutes**

- 5.1. Commonwell Grant has been submitted and is now live and ready to receive community support https://thecommonwell.ca/locations/revitalizing-accessibility/?fbclid=IwAROGucUp3fMnMg8CVwOGZdXELhonr3WX_eEWqmwTj_6oRC1CE0sL3L2KI58. Deadline for community support is Nov 15th. Decision to

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – October 19, 2023

Tyendinaga Township Public Library (852 Melrose Road, Shannonville, ON)

award grant is made in early Dec. Currently community support is mid-pack of all submitted projects. Ideas to help support the project grant were discussed.

- 5.2. Grant from the Farm Credit Canada Agri Spirit Fund was not successful.
- 5.3. Quotes for Septic – Received only one quote for septic issues. Board requests another quote for the next meeting.

ACTION ITEM – Kristen will work to get another quote for septic issues.

- 5.4. 2022 Audited Financial Statements for the Library have not been received from the township.
- 5.5. CRA Charitable Status – Filing to amend administrative rights and listing of board of directors has been completed (mailed).
- 5.6. Request to Township for use of the zodiac and electronic message board to advertise the Melrose craft sale. Letter was accepted at Oct 4th council meeting. Approval was granted at Oct. 18th council meeting.

6. New Business

- 6.1. Welcome to Peggy Malcolm, Consultant - Ontario Library Services
 - a. Presentation by Peggy re: Public Libraries Act, library board responsibilities and relationship with township councils
 - b. Question and Answer session
- 6.2. Delegation from Township of Tyendinaga Council
 - a. Correspondence from Township of Tyendinaga to Tyendinaga Township Library Board Chair dated Oct 13, 2023
 - b. CAO of Tyendinaga township stated that quorum for council is present as Councillor McFarlane is an elected official and under the Municipal Act and Code of Conduct would be included as part of council.

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – October 19, 2023

Tyendinaga Township Public Library (852 Melrose Road, Shannonville, ON)

Motion 2023-10-19-03 – Library Board and Council delegation to proceed into in-camera/closed session to discuss matters under s.16.1 of the Public Libraries Act for the purpose of addressing personal matters concerning an identifiable individual.

- Moved by Marian
- Seconded by Cathy

Carried

Closed Session – The Library Board of Directors proceeded into closed session at approximately 7:00 pm.

Library Board members present: Lois McGrath, Cathy Mullarky, Nicole Lentini, Marian Petelycky, and Julia Smith were in attendance.

Council delegation present: Mayor Claire Kennelly, Councillor Jen Phillips, Councillor Don McFarlane, and Carla Preston (CAO)

Motion 2023-10-19-04 – Library Board return to open session.

- Moved by Julia
- Seconded by Marian

Carried

Open Session – The Library Board of Directors proceeded into open session at approximately 7:30 pm.

7. Chief Executive Officer's Report: - see attached report

7.1. Library User Information

Library	Time Period	Number
New Library Cards Issued	Jan 1 – Dec 31, 2022	141
	Jan 1 – Oct 19, 2023	276
Current Active Users (Libby)	Jan 1 – Oct 19, 2023	115

7.2. Music and Movement Program – Welcomed back Jillian Chadwick for fall/winter session.

7.3. 1000 Books before Kindergarten Program - is a great success. First recipient of 1000 book achievement. Certificate and t-shirt were awarded on Oct 17th.

7.4. Public Library Week – two workshops were offered. Both well attended.

7.5. After School Tutoring - underway for fall season. Currently 13 local student participating

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – October 19, 2023

Tyendinaga Township Public Library (852 Melrose Road, Shannonville, ON)

- 7.6. **South Hastings Baseball League** - looking for organization to showcase the leagues history. Board agreed in principle and suggested ideas for future consideration.

ACTION ITEM – Kristen to inquire the size of the collection and how best to utilize and display.

8. Accounts and Financial Report: - see attached reports

8.1. September statement of expenditures were reviewed.

8.2. 2024 Budget Discussions – deferred to next meeting

9. Technical Support – nothing to report

ACTION ITEM – Kristen to look into why library meeting minutes are not being posted on the Library website

10. Fundraising/Promotion/Advertising

10.1. Melrose Craft Sale

- a. To be held on Nov 3rd and 4th of 2023. 29 vendors registered. Public Health has advised that they will be visiting the recreation hall on Nov 3rd

ACTION ITEM – Don to notify rec co-ordinator of inspection.

11. Policies and Procedures

11.1. Reserve policy has been drafted. Discussion deferred to next meeting.

ACTION ITEM – Marian to prepare policy in current template format.

11.2. Policy on Accepting a delegation to be drafted.

12. Other Business:

- 12.1. Of interest. Canadian Urban Institute released a new report yesterday titled “Overdue: The Case for Canada’s Public Libraries”. It was written as part of the Canadian Urban Institute’s role “to highlight the critical components of the urban and community fabric that are essential to Canada’s social, economic and environmental resilience and post-pandemic recovery.” It includes lots of relevant data, a call to action, future priorities for libraries and information regarding the work that has been and continues to be done through Covid-19.

[https://canurb.org/wp-content/uploads/CUI Overdue report 10.04.23.pdf](https://canurb.org/wp-content/uploads/CUI%20Overdue%20report%2010.04.23.pdf)

Tyendinaga Township Public Library

Board of Directors Regular Meeting Minutes – October 19, 2023

Tyendinaga Township Public Library (852 Melrose Road, Shannonville, ON)

12.2. Planning Session

- a. 2024 planning session scheduled for **Nov 9th at 6:00 pm.**

12.3. Outstanding Items

ACTION ITEM – Board and CEO to prepare listing of outstanding items listing and status

13. Date of Next Meeting:

13.1. Thursday November 16th @ 6pm

14. Adjournment:

Motion 2023-10-19-05 – Motion to adjourn the meeting.

- Moved by Nicole
- Seconded by Marian

Carried

Meeting adjourned at 9:05 pm

October 13, 2023

Tyendinaga Township Library Board Chair,

As requested, the purpose of this letter is to provide formal notice that members of the Council of the Corporation of the Township of Tyendinaga intend to address the Tyendinaga Township Library Board at the next Regular Tyendinaga Township Library Board meeting scheduled for October 19, 2023 at 6pm.

The matter will need to be discussed in Closed Session under s.16.1 of the Public Libraries Act, R.S.O. 1990, cP.44 for the purpose of addressing personal matters concerning an identifiable individual.

Should further information be required, please do not hesitate to contact the undersigned.

Sincerely,



Carla Preston

Chief Administrative Officer

(613) 396-1944 ext 200 | cao@tyendinagatownship.com

CEO Notes – October 19th 2022

Programming

- Congratulations to Abigail Linington she is our first participant to reach 1000 Books with the 1000 Books Before Kindergarten Program. She received her certificate and t-shirt on Tuesday morning.
- Today we welcomed back Jillian Chadwick and the Music and Motion program.
18 children and 11 caregivers participated.
- For #Publiclibraryweek – we offered two programs that were free of charge to residents.
Zombie Barbies and a macramé workshop. Both well attended.
- We will host our second Refill at the Library event Thursday, October 26th 5:00 – 8:00 pm
- After School Tutoring is underway. At present we have 13 local students participating – with our Student Librarians and Volunteer Tutors (I can't say enough about the Student Librarians and Student Volunteers – who truly maintain this vital program in our community – when we look to our future strategic plan this is an important program to maintain)
- Barn Boards – maintains its popularity.

Patron Count: New Patrons 276 Patrons / 2022 we welcomed 141 new patrons
115 Libby App Users

Other Update:

The CEO, Julie Lane of Deseronto Public Library and Hailey from Kanhiote First Nations Public and myself will be getting together to meet at the end of the month. We recognize that between the three communities we are serving similar customers and want to discuss how to cooperatively work together.

The Commonwell LEAF Grant – we are receiving a good response from the community – please continue to share the grant with the explanation that community support is paramount.

Thinking ahead ... to the holiday season – we are working towards a “12 days of stocking stuffer crafts” – and inviting in artisans who meet this visions.

The South Hastings Baseball League is looking for a home for their league heritage and has inquired if the library would showcase the leagues history. They celebrated 90 years this year and I believe this s would be a good move towards the 100th anniversary.

September – End of Month Financials

Account	Budget	Amount Spent	Remaining	% Remaining
Computer Maintenance	700	635	65	9%
Web Hosting	200	182	18	9%
Internet	1,800	1,047	753	42%
IT Support	3,000	938	2,063	69%
Telephone	1,100	869	231	21%
Travel/Workshop	1,000	226	774	77%
Office Supplies	1,000	1,154	- 154	-15%
FTC/Music and Motion	2,000	1,523	477	24%
Programming	1,000	891	109	11%
Furnishing	400	36	364	91%
Heating	5,000	2,514	2,486	50%
Hydro	3,500	2,339	1,161	33%
Security	339	339	-	0%
Repair/Maintenance	2,500	3,515	- 1,015	-41%
Custodial Supplies	600	443	157	26%
Custodial Services	5,170	3,960	1,210	23%
Septic Pumping	1,200	1,582	- 382	-32%
Booking/Accounting Software	1,600	1,598	2	0%
Advertising	200	170	31	15%
Water	75	40	35	47%
Printing/photocopying	1,700	854	846	50%
E-Resources	1,700	1,660	40	2%
Books/DVD	7,000	5,684	1,316	19%
Wages	112,014	74,400	37,614	34%
Student Wages	29,945	18,894	11,051	37%
Total	184,743	125,490	59,253	32%

Tyendinaga Township Public Library
Income Statement 01/01/23 to 10/02/23

REVENUE

Grants Received	
Municipal Grant	159,811.00
SOLS Library Credit	1,529.76
Total Grants Received	<u>161,340.76</u>
Donations Received	
Donations - Other	6,147.00
In Memory of - Cathy Brennan	594.30
Total Donations Received	<u>6,741.30</u>
Fundraising & Misc Income	
Board Fundraising	617.00
Library Fundraising	115.00
Miscellaneous Revenue	5,358.40
Total Fundraising & Misc	<u>6,090.40</u>
TOTAL REVENUE	<u>174,172.46</u>

EXPENSE

Payroll Expenses	
Wages - Staff	74,400.27
Wages - Student	18,893.91
Total Student Wages & Benefits	<u>18,893.91</u>
EI Expense	2,099.91
CPP Expense	3,841.63
WSIB Expense	80.75
Employee Benefits - Staff	<u>6,022.29</u>
Total Payroll Expense	<u>99,316.47</u>
General & Administrative Expenses	
Computer Maint/Supplies	627.01
Web Hosting	152.73
IT Support	1,502.95
Internet	<u>1,058.76</u>
Net Internet	1,058.76
Books/Magazines	5,117.40
Office Supplies	1,019.73
March Break 2023	217.54
Photocopier Expenses	796.66
Telephone	769.11
Craft Supplies & Summer Programs	1,839.31
March Break 2023	267.56
Furnishings	31.97
Water	51.23
Hydro	2,069.69
Heating	2,596.84
Security	300.00
Repair & Maintenance - Building	3,237.05
Travel / Workshops	267.34
Custodial Supplies	377.80
Custodial Services	3,512.70
Septic Pumping	1,639.91
Accounting: Bookkeeping & Software	1,415.00
Advertising & Promotions	174.00
Miscellaneous Expenses	10,766.50
Total General & Admin. Expenses	<u>39,808.79</u>
TOTAL EXPENSE	<u>139,125.26</u>