

Lois McGrath

Tyendinaga Township Public Library

Meeting Minutes – Thursday September 21st, 2023.

Attendance: *Kristin Farrell, Don McFarlane, Christa Ray, Marian Petelycky, Lois McGrath, Cathy Mullarky*

Regrets: *Nicole Lentini, Julia Boese*

1. Call to Order – Lois McGrath (*Commencement – 6:08pm*)

2. Approval of Agenda

2.1 *Lois put a motion forward to approve the September 21st, 2023 agenda. Marian seconded the motion.*

Unanimously carried/approved.

3. Declarations of Conflict of Interest

3.1 None to declare.

4. Approval of Previous Meeting Minutes

4.1 *Cathy put a motion forward to approve the July 27th, 2023 Meeting Minutes with amendments. Lois seconded the motion.*

Unanimously carried/approved.

5. Business Arising from Previous Minutes

5.1 Renewal Squared Update

Two pick-ups since early August which shows the service is being used. Revenue cheque will arrive before Christmas. The library will be reimbursed at a rate of 8 cents/pound.

5.2 Quotes for septic

No final quotes yet – it has been suggested a new system is not required but the library should increase pump dates (every 3-4 months) for more efficiency in the system. Another suggestion was adding automatic shut-off taps and/or an alarm to alert when it is getting full.

May be worthwhile to pre-schedule the septic pumping.

5.3 Auditor's Statement

Still have not yet received.

5.4 Director's and Director's Liability Insurance –

Waiting for additional information from the insurance company(ies).

5.5 CRA File

Lois will be required to sign off on Kristin's date of hire which would allow Kristin log in rights to CRA. It has been confirmed that the CRA file was sent in 2022.

6. Chief Executive Officer's Report

6.1 Kristin to forward notes to attach to these meeting minutes.

7. Accounts and Financial Report/Budget

7.1 Statement of Expenditures (August month end 2023)

7.1.1 The library board will continue to review the statement of revenue and expenditures at regular board meetings.

7.1.2 2023-24 budget will be discussed at the next board meeting.

7.2 Summer 2023 Financial Report – Summer Programming (Student) Wages (\$10,876.83)

8. Technical Support

8.1 Successful upgrades have been installed as planned.

8.2 IT to support with the grant application to the Commonwell (Learning and Engagement Accelerator Fund – LEAF).

8.3 Loaner access to technological devices (Kobos etc.) has been discussed. IT suggested to build this initiative into the LEAF grant if possible.

8.4 Kanopy has gone under an employee restructuring which has slowed the process. Kanopy will eventually be a drop-down option under the existing Libby app.

9. Fundraising/Promotion/Advertising

9.1 Melrose Craft Sale Update –

9.1.1 Jarrell Barn has been confirmed as a vendor space (food vendors to be stationed inside at the Rec Hall). Twenty-seven applications received up to date, others are pending upon application submission. Thai-rific Food Truck and Gator Fries have both been approved.

- 9.1.2 Poinsettia fundraiser will not be hosted during the Melrose Craft Sale. First time vendors would need to have a downpayment. Not worth pursuing.
- 9.1.3 A map of all local events happening that weekend will be created and shared and it will highlight other local businesses around the Township.
- 9.1.4 Agricultural Society is donating the space in the Jarrell Building to the Melrose Craft Sale

ACTION ITEM - The Library Board will request with the Township that the zodiac & electronic message board reflect details of Melrose Craft Sale (November 3rd and 4th)

10. Policies and Procedures

10.1 *Marian put forward a motion to approve Bylaw 6, Revision 2. Cathy seconded the motion.*

All in favour approved.

10.2 *Marian put forward a motion to approve Bylaw 1,2,3 and 5, while also rescinding Policy Gov 03 and Policy Gov 07 from Bylaw 4. Christa seconded the motion.*

All in favour approved.

10.3 *Marian put forward a motion to approve Policy Gov 13 as amended. Lois seconded the motion.*

All in favour approved.

11. Council Representative Report:

11.1 Request for council to come as a delegation to the next library board meeting to go in camera. Library board has discussed and approved this request.

12. Other Business: None

13. Date of Next Meeting: Thursday October 19th, 2023 @ 6pm

14. Adjournment – 8:39pm

CEO Notes – September 21th

Programming:

Today we welcomed a Loyalist College Student to the library - She is in the Community Integration Through Co-operative education – She will be with us until December 2023.

Tuesday, September 19th - Student Volunteer Orientation - we did not have any send in information/letter of interest ahead of time, 2 individuals showed up the night of. I have rescheduled a meeting with both interested individuals for next Tuesday, September 26th.

Barn Board Workshops are Popular and have wait-lists.

Scrunchie Workshop this Saturday

Colouring Contest ongoing.

Refillery at the Library next Thursday, September 28th - Marian will be here with Teas and Bees Canada.

What to look forward to in October?

- Music and Motions will start up again
- After School Tutoring will begin
- Halloween Clothing Swap (pending, finalizing details)
- Ghostie Paintings + Zombie Barbies
- Handwriting Analysis
- A second Refillery at the Library (Date to be announced)
- Barn Boards
- Macrame Workshop

Grant - Commonwell (LEAF)

Here are my thoughts ... I am calling the project Revitalizing Accessibility

- Website
- Jazi - Library Catalogue/Circulation System/ New Circulation Computers and Laptop
- Accessible/Flex Furniture
- SMART TV, Blue Tooth, TV Board Room
- Entrance Way - Advertising Board
- Book/DVD (Budget)

Staffing

Update and Discussion on staffing

Library Statistics

New Patrons - 244

Overdrive/Libby - 106 users

August 2023 Statement of Expenditures - Tyendinaga Township Public Library

Account	Budget	Amount Spent	Remaining	% Remaining
Computer Maintenance	700	635.02	64.98	
Web Hosting	200	181.51	18.49	
Internet	1800	1046.67	753.33	
IT Support	3000	832.5	2167.5	
Telephone	1100	767.24	332.76	
Travel/Workshop	1000	206.1	793.9	
Office Supplies	1000	1554.38	-554.38	
FTC/Music and Motion	2000	1383.37	616.63	
Programming	1000	890.77	1000	
Furnishing	400	0		
Heating	5000	2514.15	2485.85	
Hydro	3500	1997.53	1502.47	
Security	339	339	0	
Repair/Maintenance	2500	3514.56	-1014.56	
Custodial Supplies	600	442.68	157.32	
Custodial Services	5170	3520	1650	
Septic Pumping	1200	1276.9	-76.9	
Booking/Accounting Software	1600	1598	2	
Advertising	200			
Water	75	22.26	52.74	
Printing/photocopying	1700	840.9	859.1	
E-Resources	1700	1659.63	40.37	
Books/DVD	7000	5482.11	1517.89	
Wages	112014	66597.73	45416.27	
Student Wages	29945	17498.64	12446.36	
Total	184743	114801.65		