



Discover / Connect / Inspire

LAKE OF BAYS TOWNSHIP PUBLIC LIBRARY BOARD

**MINUTES – MONDAY SEPTEMBER 28, 2020 – 9:30 A.M.
ON-LINE ZOOM MEETING**

PRESENT: Cathy Fairbairn, Tom Gefucia, Cathy Hurst, Rod McLean, Jennifer Pearson, Michael Peppard, Mary Lois Rennie, Cathy Vanclieaf, David Walker, Edith Warr

REGRETS: Wayne Donaldson

CALL TO ORDER: 9:30 a.m. by Cathy Hurst

CONFLICT OF INTEREST DECLARATION: None

APPROVAL OF AGENDA: Motion to approve made by David Walker seconded by Rod McLean. Carried.

MINUTES OF LAST MEETING:

Motion to approve Minutes of August 28, 2020, meeting made by Edith Warr, seconded by Jennifer Pearson. Carried.

BUSINESS ARISING:

TREASURER'S REPORT:

- Revenue
 - Library generated revenue is down due to the time of year and the closure
 - Connectivity grant through SOLS is a bonus as there are no increased expenses required.
 - Modernization and capital are to cover the costs of Lynda and Kanopy (Modernization) and the startup costs for Insignia (part of 2020 Capital)
 - Reserve is related to expansion costs, for septic engineer, and if exceeds the reserve then donation funds will be used.
- Expenses
 - Full time wages appear high but that is related to year end accrual not being reversed as yet so a week plus of extra wages included to date, this fluctuates based on pay period timing.
 - Benefit cost will be higher than budget as WSIB changed the rates for libraries to be the same as the township, previous the library rate was \$0.29 per \$100 of earning vs. township rate of \$3.15. Now both are \$2.85.
 - Computer services this overage is related to the costs mentioned above plus the annual Insignia costs which always come early in the year to go over budget which works itself out later in the year.
 - Books spending is down but can be seen from more recent credit card spending is starting to ramp up
 - Expansion costs are covered by the grant from reserves/donations
 - Some operating costs are under to date due to the closure.
- Facilities
 - Some full time wages are not allocated until the end of the year.
 - Hydro as billings are always behind the shown savings is misleading
 - Heating should now be minimal until November so the overage is just timing.

- Insurance has yet to be billed
- R&M is never evenly split during the year
- Overall no concern at this point.

Motion to receive report made by Edith Warr seconded by Mary Lois Rennie. Carried.

CEO’S REPORT:

Goal: Pursue building expansion in Dwight

- Septic application approved *and new pump has been installed*
- Renewed subscription to Grant Station *70% off discounted rate*
- Update on fundraising in discussion section of Sept 28 meeting

Goal: Community Engagement

- Online programming and zoom activities continue, but both branches are being told how valuable the in-branch appointments are for people during this stressful time. For some, access to the internet is crucial, for others books and dvds and for some the personal interaction is helping them cope with social isolation.

Goal: Update Website

- Currently gathering ideas from staff and patrons on how we can make the website more user friendly

Goal: Technology

- We have started moving all of the online programming to our YouTube channel so people have more access and can find videos easily - *also, people who aren’t on Facebook can access the on-line programming*

Goal: Memorandum of Understanding

- The changes discussed at the last Board meeting were made and the document has been submitted to the CAO for input.

News

- We started in-branch appointments Aug 18 and people have said they are comfortable with the protocols we have in place. *(contact tracing; cleaning continuously documented)*

Appointments for in-branch service, Lake of Bays Public Library 2020

Date	In-branch	Curb-side			
Aug 18 to 22	177	42			
Aug 25 to 29	201	18			
Sept 1 to 5	200	43			
Sept 8 to 12	194	25			
Sept 15-19	176	39			

Friends of the Library

- Baysville
 - AGM is Sept 28, 2020
- Dwight
 - No meetings or events currently planned
 - *there is a new Friends president*

Statistical Reporting: See attached

Motion to accept CEO's Report made by Mary Louise Rennie seconded by Rod McLean Carried.

DECISION/DISCUSSION ITEMS

Fundraising Update

- Fundraising group had Zoom meeting and are unsure of how to move forward with Covid restrictions... feeling a little burned out
- participated in a Webinar that suggested ideas such as holding a drive through pasta night; running virtual challenges with sponsors, etc.
- Cathy Hurst has started to look into the possibility of hiring a professional fundraiser to help
- have raised over \$300 000 thus far and will now approach township for funding; cost of new library is \$1.5 million, need \$1.2 million more
- Wayne Donaldson, Cathy Fairbairn and Cathy Hurst to seek advice from Mayor Glover re when to bring it forward to council, etc.
- all agreed that continuing to delay building will only increase costs - need to act now

2021 Budget

- Council is trying to keep a conservative budget
- Cathy Fairbairn will keep Hoopla and Lynda but will drop Kanopy as it isn't being used; funding for these programs came out of one time modernization fund but may be able to bring them forward as a new initiative as it is a Covid related item as importance of having on-line resources has increased
- some budget areas (ie Professional Development) will be under so perhaps that money could be reallocated for the on-line resources

Student Printing Price

- will waive fees for printing for students in an effort to assist those who are doing blended or full on-line learning
- will track use for month of October to see how many students are actually printing school-related items and then if necessary, will check with school boards re covering the cost

Board Meeting Dates 2021

- Cathy Fairbairn to finalize dates for meetings to be held in February, April, May, June, August, September, October, December and will give list to Township

BUSINESS ARISING:

FUTURE AGENDA ITEMS:

MOTION TO ADJOURN: Proposed by Rod McLean at 10:15 a.m.

NEXT MEETING: Next meeting: Monday October 26, 2020 at 9:30 a.m.