

MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Apr. 11, 2019 at 12:30 p.m. at the library.

Present: M-W: Brian Reid, John Harris, Timothy Molloy, Carole Roberts,

Montague: Wendy Simpson-Lewis

and Mary Kate Laphen (Librarian)

Regrets: Victor Suthren

Meeting called to order at 12:33 pm.

1. Declaration of Pecuniary Interest: None.

2. Adoption of Agenda: Moved by Wendy, Seconded by John. ADOPTED.

3. Approval of Minutes:

- Mar 14/19 meeting minutes – Moved by John, Seconded by Carole. APPROVED.

6. Correspondence:

- Thank you card from Sue Birta (former board member)

7. Questions/ Presentations from Public: None

8. Friends of the Library Report: Kirsten Finstad, member of the Friends of the Library, was present to report on the Friends' activities. As of their last meeting, the Friends have contributed \$2,465 to fund the OverDrive ebook collection annual fees, eresources for 2019, Kanopy film streaming subscription, children's programs (Valentine's Day, March Break, art workshop), etc. They are also currently planning to sponsor the DVD pool, additional children's programs, a new vacuum cleaner, and curtains for the meeting room. There are 2 fundraisers coming up in May – the big garage sale (May 4), and the plant sale (May 25). They are debating whether to do a bulb sale in the fall.

9. Librarian's Report: see below.

10. Other Business:

i. Updates:

- **Budget 2019:** Our 2019 funding from Merrickville-Wolford has been approved.
- **Building Work (Exterior):** The 2019 funding for this work has been approved (will include the roof work and protecting the east wall). Mary Kate will ask the CBO about timelines, etc.
- **Annual Report Presentations:** Montague has been rescheduled to Apr. 16, and Merrickville-Wolford may be April 23 (unconfirmed). Distributed hard copies of the report to the Board. Will put on the library website after the presentations or before the end of April, whichever comes first.
- **Library Reserve:** (see attached letter) After discussion to clarify, it was decided that Mary Kate should arrange a meeting with the municipal Treasurer and John to discuss setting up a separate reserve bank account and name changes to the reserve ledger account. Mary Kate to keep Timothy apprised on this.
- **Board Orientation:** Distributed link to SOLS board orientation video and other material for board to review at home.

ii. Policy Review –

- **Board By-laws:** Reviewed and amended. Moved by John, seconded by Wendy. APPROVED.
- Due to time restrictions, additional policy review was deferred to next meeting.

iii. Planning – deferred, possibly until fall.

iv.

11. Next meeting: Thurs, May 9, 2019 at 12:30 at the Library.

Note: this meeting will focus exclusively on policy review

Meeting concluded.

Librarian _____

Chairperson _____

Librarian's Report for Mar-Apr /19

Statistics:

March	2019	2018	2017	2016
Patrons	1257 w/mtgs 1295 -9%	1399 -6% w/mtgs 1419 -5.5%	1486 +2% w/mtgs 1502	1452 -2.5% w/mtgs 1501
(Kids/Youth)	351 (119 / 232)	399 (131 / 268)	503 (183 / 320)	435 (163 / 272)
(Progs)	164-in (19 prgs in) 48-out of Lib, (5 progs)	172-in (20 prgs in) 34-out of Lib (5-prgs)	261-in (26 prgs, 2 CV / grps in.) 15-out of Lib (2-prgs, 0 CVs out)	171-in (18 prgs- in) 28- out of Lib (5 prgs- out)
Mtg Rm users	38 (4 mtgs)	20 (3 mtgs)	16 (3 mtgs)	29 (5 mtgs)
Circulation	2532 +5% OverDrive: 505 (circ) TOTAL 3037 +10%	2407 -8% OverDrive: 355 (circ) TOTAL: 2762 -2%	2628 +4.5% Overdrive: 328 TOTAL: 2956	2511 -14% Overdrive: 237 TOTAL: 2748
(Adult/Child)	(A-1626, J-886 T-20)	(A-1597, J-746, T-64)	(A-1615, J-947, T-66)	(A-1676, J-757, T-78)
Internet use (+wireless):	282 -14.5% (224 / 38w / 20 Tab)	328 -5% (271 / 34w / 23 Tab)	388 +13% (311 / 61w / 16 EL)	344 -19% (282 / 59w / 3 EL)
ILLs borrowed/lent:	97 / 88	107 / 84	147 / 114	92 / 93

March visits were down from last year, however circulation was up, particularly the OverDrive collection. March Break went well. More kids are coming regularly after school, so computer use has picked up. Evenings have picked up since Daylight Savings Time started.

Programs & Services:

Children's Programs:

StoryTime: Continues to do well. Attendance is improving with the nicer weather.

Lego Club/Tech Club: Still sporadic. However the Osmo (educational computer games) is proving popular.

March Break: Ran 4 programs that went well. Attendance was good overall.

PlayGroup: Continue to do story visits most weeks.

Daycare: Continuing monthly visits to the toddlers and preschoolers & loan of books on request.

Schools: Nothing new.

Groups (Cubs, Brownies, etc): Nothing new.

Adult Programs:

Library Book Club: Our book club continues to thrive. We are also supplying books to 4 other book clubs.

Off The Shelf: This continues to go well and have good attendance.

Friday Movies: Attendance has dropped a bit, and we've had a few internet problems. Will continue for now, but expect audience may drop off later in the spring.

Maker programming: Looking into this for the fall.

Museum Passes: Demand has dropped since March Break, but they still move regularly.

Internet: Has picked up with the nicer weather and the return of the after school kids.

InterLibrary Loans: This service continues to be popular and busy.

Seniors Home: Rosebridge Manor still getting books (month loan).

Pools: Continue popular.

Meeting Room: In addition to programs, the room was used by the Fair Board, the Chamber of Commerce, and the Friends of the Library.

Collection: Have ordered the spring-summer bestsellers. Am publicizing Kanopy. Missed the big spring Scholastic sale (unusually early and poorly advertised).

Volunteers: The volunteer situation is fine. They continue to process books, shelve, package ILLs, work on the genealogy collection, etc..

Donations: Received \$1000 donation.

Facilities: The chair lift required a new battery (installed by the maintenance company). Currently looking into a new vacuum and new curtains for the meeting room. We will need to replace 1 or 2 of the older public computers this year.

Publicity/Outreach: Usual publicity in the Phoenix, website, Facebook updates, signs, and flyers.

Partnerships/Outreach: The Tulip Festival is coming up – the library will be hosting craft workshops.

Professional Development, Meetings, etc: The Small Libraries meeting and the Community Outreach group meeting are coming up in May.

Grants, etc: Data for the Annual Survey (required to get the Public Library Operating Grant) has been submitted. Did a webinar on the Grant Advance service. It is very good, but not a good fit for our library.

Plans for month: present the Annual Report to Councils, continue to publicize Kanopy, shop for vacuum/curtains/computer, etc. Continue to review policies. Complete the Charitable Tax Return (once audited financial statement is available). Prepare for the Tulip Festival. Follow up re: programming, outreach, marketing. Plus the usual library business.

April 11, 2019

Merrickville, ON K0G 1N0

The Board of Directors
Merrickville Public Library
446 Main St W,
Merrickville, ON K0G 1N0

RE: The Library's Reserve Fund

I am a Certified Management Consultant who has worked for many Libraries, Municipalities and School Boards over the past 30 years.

My understanding is that the Library's Reserve Fund is kept in an Account managed by the Municipality. This contradicts the duties of the Treasurer as noted in the Ontario Public Libraries Act:

"Treasurer"

(4) A board shall appoint a treasurer who shall,

(a) receive and account for all the board's money;

(b) open an account or accounts in the name of the board in a chartered bank, trust company or credit union approved by the board;

(c) deposit all money received on the board's behalf to the credit of that account or accounts; and

(d) disburse the money as the board directs. R.S.O. 1990, c. P.44, s. 15 (4).

Idem

(5) The same person may be both the secretary and the treasurer, and the chief executive officer appointed under subsection (2) may be the secretary and may be the treasurer. R.S.O. 1990, c. P.44, s. 15 (5)."

I recommend that the funds be placed into a separate Bank Account where the Board and CEO have signing authority.

This will become a more significant issue in the future for two reasons:

1. The Library receives donations and bequest for specific purposes
2. The Library is launching a Planned Giving Campaign which is intended to increase the number of bequests it receives.

I recommend, subject to the agreement of the Board that this be treated as an administrative matter that may be dealt with by the CEO and the Village Treasurer.

Yours sincerely,



John G. Harris, CMC