

North Kawartha Public Library Minutes

Tuesday April 23, 2013 9:30AM

Board Room, Apsley Branch

I Roll call

Present: Carolyn Amyotte, Bob Burns, Arnie Brown, Gisela Donia, Pat Quast
Staff: Shannon Hunter, Susan Suhr, Debbie Hall

Call to order at 9:33AM

II Declarations of conflict of interest

Carolyn Amyotte reminded members of their obligation to declare a conflict if necessary.

III Approval of the agenda

13.023 Moved Arnie Brown
Seconded Pat Quast
The agenda is approved as amended with the addition of item B3. Library Signs.
Motion carried.

Bob Burns requested the addition of item B3. Library Signs - discussion

IV Adoption of minutes

M1. Minutes of the regular meeting of the Library Board on March 26, 2013.

13.024 Moved Bob Burns
Seconded Pat Quast
The minutes of the regular meeting of the Library Board on March 26, 2013 are accepted as distributed.
Motion carried.

V Deputations/Presentations

N/A

VI Business

B1. Web Site

a) CEO Verbal Report

All of the Board is in favour of proceeding with the project, however, there is an issue with reserves. In February 2010 the Board passed a motion that building expenditures be drawn from library reserves. Motion #10.005 February 2010. These funds were still showing in

reserves in error.
Commitments in current budget
\$110000 furnace
\$2000 web site
\$6000 shade structure

Shannon Hunter spoke with Treasurer regarding requiring an additional \$5500 for the web site.

Option 1) Web site should be picked over pavilion, due to legislation

Option 2) We have never requested council to do anything with the old library building in Woodview. We would like council to consider selling the old library building in order to provide funds.

Carolyn Amyotte enquired what the exact figure in reserves is. Shannon Hunter replied that she is not comfortable providing an exact number as she doesn't agree with the number. She is still waiting to hear from the auditors with the details.

Carolyn Amyotte reported that a few years ago there was an appraisal received from Ambrose Moran for \$25,000 for the old Woodview Library. Basically it would be sold as a building lot only. The building is not savable. Since the original decision to dispose of the old Library additional lands have been added to the Wilson Park property, so the Library lot is not necessary.

Bob Burns - Do we know the size of the property? The motion was made in 2010 - why is this just coming up now? Errors were made on our part and the auditors part. The board made their decision based upon information provided.

13.025 Moved Bob Burns
Seconded Arnie Brown
Moved that the Library Board send a recommendation to council
requesting that they declare the old Woodview Library surplus and further
that it be sold and the funds used to replenish Library reserves.
Motion carried.

13.026 Moved Arnie Brown
Seconded Gisela Donia
Moved that the pavilion project is postponed and further that the funds
allocated to it in the current budget are instead applied to the new Library
website.
Motion carried.

Shannon Hunter suggested that staff look to the budget to see if we can provide monies from the current budget to perhaps build a less elaborate sun shade pavilion. Gisela Donia suggested looking at Costco , etc. for the new hardtop shade style and that suggestions are brought back to the next meeting for a shade structure/pavilion that is not so elaborate.

B2. Strategic Plan

- a) 2012 Strategic Plan Accomplishments
- b) 2013 Strategic Plan - discussion

The first 11 pages will probably stay static, unless someone feels that there is something specific that needs to be changed

Under strategic directions we had very specific strategic goals

Page 12 technology

1.1

- Develop policies and procedures to stay current
- Remove the word “undertake”
- Remove develop technology and replace with continue
- update website
- develop social networking policies
- implement social media presence

1.2

- Attendance at OLA, committee meetings, etc. should stay
- investigate staff attendance at Consumer & Electronic Show
- investigate groups or committees that focus on technology
- innovative and new ideas could be shared with Township
- networking potential
- look into groups/associations in regards to innovative technologies

1.3

- Leave items on it as is

1.4

- Leave items on it as is

1.5

- Change “develop” capital forecast to “continue”

2.1

- Via patron surveys ***and social media***
- undertake/continuation of weeding

2.2

- leave items

Continue with Section 3 at next meeting.

B3. Library Signs

Bob Burns informed the Board that the library sign at the north end is crooked. Can it please be reinstalled.

- 13.027 Moved Bob Burns**
Seconded Arnie Brown
Moved that the Library sign at the north entrance to Apsley is reinstalled to
straighten it.
Motion carried.

VII Reports

R1. Library Stats March 2013

- a) Fines
- b) Circulation Stats
- c) ILL Stats

Gisela Donia enquired why there aren't any fines in Woodview? Shannon Hunter replied that this is an ongoing matter and is being dealt with. Arnie Brown enquired if there are items that are overdue that are not being paid for.

- 13.028 Moved Pat Quast**
Seconded Bob Burns
The March 2013 Library Stats are received.
Motion carried.

R2. Tech Services Stats March 2013

- a) Apsley User Stats
- b) Woodview User Stats
- c) Overdrive Downloads

- 13.029 Moved Gisela Donia**
Seconded Pat Quast
The March 2013 Technical Service Stats are received.
Motion carried.

VIII Financial

F1. Financial Statement

- a) Statement to April 17, 2013

Woodview maintenance - furnace review was posted entirely to Woodview and should have been shared with the Community Centre - adjustment to be posted next month.

- 13.030 Moved Arnie Brown**
Seconded Bob Burns

**The financial statement to April 17, 2013 is received.
Motion carried.**

b) 2012 Unaudited Statement

Whenever the Library has a deficit or surplus it is supposed to come from reserves.
Hope to see Woodview heating costs greatly reduced this year. Is the deficit a typical thing?
For the last few years the Library has been in a surplus.

Debbie Hall enquired where does the postage reimbursement get posted. Shannon Hunter replied that it is posted under revenue.

Bob Burns enquired about transfer from reserves? Is this accurate? Where do we see how much there is in reserves? The Library Board can be request from the Treasurer to be provided with reserve fund balances.

**13.031 Moved Bob Burns
 Secoded Gisela Donia
 The 2012 Unaudited Statement is received for information and further that
 the Library Board requests that the Treasurer provides the Board with
 Reserve Fund Balances on a quarterly basis.**

Shannon Hunter explained that once the exact figures are received, she will provide the Board with a spreadsheet outlining reserve funds.

**13.032 Moved Bob Burns
 Secoded Gisela Donia
 Motion to break for 10 minutes at 10:55AM
 Motion carried**

11:15AM Call to order

IX Board Orientation

N/A

X Correspondence

N/A

XI New Business

a) 75th Anniversary

- Involve Historical Society and & Women's Institute
- Former Staff and Board Members
- Display old Photos and news articles throughout the year. - Pat Quast will speak with

Darlene Doxsee regarding old photos, etc.

- o Memory book for people to sign and record memories of the Library
- o Article in Apsley Voice, Lakefield Herald, Bancroft Times asking for people to lend old photos or provide memories - Debbie Hall will bring article to next meeting
- o Ask dignitaries and politicians
- o Late spring or early summer
- o Promotional items - need to budget Book bags, book marks, flash drives - Susan Suhr to get idea of pricing

April 23, 2013

Pat Quast attended the Women's Institute and received information. They were very interested in us acknowledging the role the Women's Institute had in the beginnings of the Library. Lois Montgomery is looking for pictures of the second library. Is there a list of authors that reside in this area? There must be local authors who could come for an event at the Library.

Gisela Donia suggested approaching a well know author and requesting that they come for an event. It would be nice to spread the celebration out throughout the year. Can we involve the school and kids with a contest?

Debbie Hall informed the Board that there are Women's Institute records in the Library available to read called The Tweedsmuire Histories.

Banner on Burleigh Street. Is this possible? Can we get an Embossing stamp that says 75th Anniversary for all books purchased in 2014.

Shannon Hunter replied that you need permission from Hydro and Bell to string banners from their poles and it is not allowed. Could we ask council to get involved and request permission from the county. Shannon Hunter informed the Board that the Township had to enter into an agreement with Hydro and Bell just to hang planters.

Can we install our own poles to hang a banner? Shannon Hunter replied that county approval would be required for that. There would be many variables involved.

Involve past Board members, past Librarians, past staff, etc. Could we perhaps have a Facebook page for the 75th anniversary? The Township could promote it.

13.033 Moved Bob Burns
Seconded Arnie Brown
Staff is directed to write a press Release suitable for local radio stations to promote the 75th Anniversary and ask for old photos, memories, etc. to be ready to broadcast in July and August.

13.034 Moved Bob Burns
Seconded Pat Quast
Staff is directed to develop a North Kawartha Library Facebook page to promote the 75th anniversary and provide people with a way to post memories and photographs, etc.
Motion carried.

1) Draft Advertisement

Looking to put into the Apsley Voice, Lakefield Herald, and Bancroft Times

**13.035 Moved Arnie Brown
 Seconded Gisela Donia**

**That staff are directed to provide a written advertisement for the July-
August Apsley Voice.
Motion carried.**

XII Closed session

N/A

XIII Adjournment

**13.036 Moved Bob Burns
 The meeting is adjourned at 11:55AM
 Motion carried.**

Next Meeting – Tuesday May 28, 2013

Apsley Branch - Board Room
9:30AM