

West Grey Public Library Board

Mission Statement: The West Grey Library offers resources and services inclusive for all.

Agenda

May 10, 2023, 7pm

1. Introductions
2. Call to order
3. Approval of Agenda

Moved by and seconded by THAT the West Grey Library Board approves the agenda.

4. Declaration of Pecuniary Interest or Conflict of Interest
5. Correspondence N/A
6. Adopt previous minutes – March 8, 2023

Moved by and seconded by THAT the West Grey Library Board adopt the minutes.

7. Matters arising from the minutes.
 - a. MoU WGPL & Municipality

Moved by and seconded by THAT the West Grey Public Library Board approve the MoU.

- b. 2023 Budget

Moved by and seconded by THAT the West Grey Public Library Board approve the 2023 budget as presented.

- c. Strategic Plan – on our own or with facilitator?
 - d. CEO salary review – to be discussed at June meeting.
 - e. CEO review – to be conducted at June meeting.
 - f. Library events – board volunteers.

8. CEO/Chief Librarian's report

Moved by and seconded by THAT the West Grey Library Board accept the Librarian's report.

9. Report from Council members'
10. Other business

West Grey Public Library Board

Mission Statement: The West Grey Library offers resources and services inclusive for all.

- a. Future expansion of land
 - b. Strategic Service Delivery Review – public report and a schedule to work through recommendations.
11. Open Discussion (15 min)
 12. Next Meeting – Wednesday June 14, 2023, 7pm at the Ayton Branch
 13. Adjournment

West Grey Public Library Board Minutes



March 8, 2023 West Grey Public Library –
Durham Branch

Present: Malcolm Beddoe, Stephen Townsend, Samantha Mund, Scott Foerster,
Geoffrey Shea, Yvonne Pelletier

Absent: none

1. **Introductions**
2. **Call to Order**

The Chair called the meeting to order at 7:07 pm.

3. **Agenda approved**

Moved by Scott Foerster and seconded by Stephen Townsend THAT the Agenda be approved. Motion carried.

4. **Declaration of Interest**

It is recorded that there were no declarations of pecuniary or conflict of interest or the general nature thereof.

5. **Correspondence**

None

6. **Consent Agenda**

- a. **Adopt previous minutes – February 8, 2023.**
- b. **Accounts Payable – A/P Voucher 2023, Voucher #1 - \$7,014.02,
Voucher #2 - \$15,121.76**

**Moved by Yvonne Pelletier and seconded by Samantha Mund THAT the West Grey Public Library Board adopt items A and B on the consent agenda.
Motion carried.**

March 8, 2023 West Grey Public Library –
Durham Branch

Moved by Stephen Townsend and seconded by Geoffrey Shea that Item B is removed from Consent Agenda.

Discussion.

Moved by Geoffrey Shea and seconded by Yvonne Pelletier THAT the Board does not need to receive the list of vouchers.

Motion carried.

7. Finance discussion with Municipality Treasurer Mighton

Discussion. Topics: budget, grant reporting, Library reserves, developmental charges, changes in legislation

8. Matters arising from the minutes

- a. CEO salary review
 - i. Kim Storz to distribute background research and report(s)
- b. Strategic Plan update
 - i. On hold, pending the recruitment of an appropriate facilitator

9. CEO/Chief Librarian's Report

- a. **Moved by Yvonne Pelletier and seconded by Stephen Townsend to accept the Librarian's report.**

Motion carried.

10. Report from Council members

Brief discussion with respect to Bruce County bookmobile insofar as it affects Elmwood. Noted that there is no mention of the Library Board meeting on the West Grey website/calendar.

West Grey Public Library Board Minutes

March 8, 2023
West Grey Public Library – Durham Branch

11. Other business

a. Policies

Some minor 'friendly' amendments were suggested in the interest of consistency and clarity.

- i. **Moved by Geoffrey Shea and seconded by Scott Foerster THAT the West Grey Library Board approve OP-02, OP-20, and OP-16.**

Motion carried.

12. Open discussion

Items discussed: Grey Bruce Film Festival, revival of ArtsFest for summer of 2023, rescheduling of authors' visit, and the recognition of a local artist's author-daughter as one of five winners of the British Women's Literary Prize, with a recommendation to acquire her book.

13. Next Meeting – Wednesday May 10th, 7pm - Neustadt branch.

14. Adjournment - Motion to adjourn the meeting at 8:55pm by Scott Foerster.

Chair:

Date:

	Neustadt	Ayton	Durham	2023	2022	\$\$ BUDGET	% BUDGET
					Approved	Variance	CHANGE
REVENUE							
Development Charges				(5,000.00)	(5,000)	0.00	1.00
Annual Provincial Grant				(24,190.00)	(24,190)	0.00	1.00
West Grey Levy						0.00	#DIV/0!
Interest revenue					0	0.00	#DIV/0!
Int Revenue - Provincial				(800.00)	(800)	0.00	1.00
Donations					0	0.00	#DIV/0!
Library Revenue				(1,250.00)	(1,250)	0.00	1.00
Service Fee Revenue				(1,250.00)	(1,250)	0.00	1.00
Lib. Fines						0.00	#DIV/0!
Member card revenue					0	0.00	#DIV/0!
TOTAL REVENUES				(32,490.00)	(32,490)	0	1.00
EXPENDITURES							
Advertising/Marketing/Promotion				330,845.03	289,342	41,503.03	0.14
Lib. Benefits				71,789.45	58,397	13,392.45	0.23
254-2029 COVID expenses				500.00	1,500	(1,000.00)	-0.67
254-2011 Lib. Supplies & Materials	increase in costs			4,000.00	1,500	2,500.00	1.67
254-2012 Volunteer Recognition				500.00	500	0.00	0.00
254-2020 General Membership	increase in costs			600.00	400	200.00	0.50
254-2013 Advertising/Marketing/Promotion				1,000.00	1,000	0.00	0.00
254-2015 Building (Fire inspection, Mats, AEDs)				4,000.00	4,000	0.00	0.00
254-2021 Mileage/Courier	increase in travel between branches			1,200.00	800	400.00	0.50
254-2022 Durham Copier Lease				2,000.00	2,000	0.00	0.00
254-2023 Program Development (hall rentals too)	increase programming			6,000.00	3,598	2,402.00	0.67
254-2019 ILLO Expenses				300.00	500	(200.00)	-0.40
254-2026 E-Resources (OverDrive, Kanopy, NicheAcademy)				10,000.00	6,800	3,200.00	0.47
254-2027 KOHA support				5,200.00	5,200	0.00	0.00
254-2028 IT Support				2,500.00	2,500	0.00	0.00
254-2035 Hardware - Equipment Maintenance	replace computers			6,307.52	3,485	2,822.52	0.81
254-2036 Software - Automation	office 365			5,000.00	5,000	0.00	0.00
254-2043 Book Processing	10% increase in cost, same number of items			3,300.00	3,000	300.00	0.10
254-2044 Books	10% increase in cost, same number of items			25,000.00	23,000	2,000.00	0.09
254-2045 Collection (DVDs, Periodicals, CDs)				3,000.00	3,000	0.00	0.00
254-2077 Training - Conference, online courses				2,500.00	2,500	0.00	0.00
254-2051 Security				1,500.00	1,400	100.00	0.07
255-3010 GH contract				16,133.00	16,133	0.00	0.00
255-3011 Municipal Admin. Costs				3,400.00	3,400	0.00	0.00
				506,575.00	438,955	67,620.00	15%
Water/Sewer	\$ 580.00	\$ 175.00	\$ 700.00	1,455.00	1,430	25.00	0.02
Heat	\$ 2,500.00	\$ 1,900.00	\$ 1,400.00	5,800.00	5,000	800.00	0.16
Hyrdo	\$ 800.00	\$ 1,200.00	\$ 3,600.00	5,600.00	4,900	700.00	0.14
Telephone/Fax	\$ 400.00	\$ 400.00	\$ 1,500.00	2,300.00	2,300	0.00	0.00
Internet	\$ 900.00	\$ 950.00	\$ 5,500.00	7,350.00	6,750	600.00	0.09
Insurance	\$ 1,900.00	\$ 1,900.00	\$ 1,900.00	5,700.00	4,800	900.00	0.19
Lot/Grass Maintenance	\$ 700.00	\$ 500.00	\$ 1,000.00	2,200.00	1,900	300.00	0.16
Contract Labour	\$ 500.00	\$ 500.00	\$ 7,000.00	8,000.00	6,500	1,500.00	0.23
TOTAL EXPENDITURES	\$ 8,280.00	\$ 7,525.00	\$ 22,600.00	38,405.00	33,580	4,825.00	15%
West Grey Library Levy				512,490.00	440,045	72,445	16%
				512,490.00			

WGPL Events for 2023

Event	Date	Time	Board Coverage	Staff Coverage
Herb Fair	Saturday June 10th	9-12pm		Kimm
		12-3pm		Kimm
Touch a Truck	Saturday June 17th	11-2pm		Kayla
				Student
Durham Fall Fair	Saturday September 2nd	9-12pm		
		11-2pm		
		2-5pm		
Halloween Event with Municipality	Saturday October 28th			
	??			
Neustadt Fall Fair	Saturday September 16th	9-12pm		
		??		
		11-2pm		
Neustadt Craft Show	Saturday November 4th	2-5pm		
		9-12pm		
		??		
		11-2pm		
		2-5pm		

Chief Librarian/CEO Report
May 10, 2023

Interviews are taking place for the Child & Youth Summer Position.

We've received positive reviews from the Writer's Unblocked and Trivia night events and have been asked to hold more.

Youth and adult programs are growing; we are typically full and booking a month in advance. Programming is finding the building just isn't big enough to handle the numbers we are seeing. We are looking at other options, although we don't want the public to lose out on the experience of the library.

Quotes for windows in Ayton are being collected.

