

CENTRAL MANITOULIN PUBLIC LIBRARIES
LIBRARY BOARD MEETING
THURSDAY, MAY 5, 2016

5pm Meeting called to order by chair .

Chair requested that the order of the items #2 & #3 in the agenda be interchanged.

Present: Chair Penny George, Sandra Strong, Bruce Wiggins, Derek Stephens, Jean McLennan, Alex Baran, Claire Cline, Kim Moulton, Fern Patterson

Absent: Maria Diebolt, Marcy Ransom

#13-16 Motion: Fern Patterson & Sandra Strong

That the minutes of April 2016 be approved as distributed.....cd

Chairpersons Comments for May 2016

Subject will be Respect, Trust and Volunteerism

The library board is appointed by council to oversee the general operations of the library. There are numerous policies in place and council has an expectation that the board operate within these policies. In appointing the library board, council has a reasonable responsibility to respect the library board and direct municipal staff to afford the same respect to the board of volunteers.

Trust. The library board meets 10 times a year. At each meeting the board is presented with financial accounting for the previous month. The librarian keeps record of all receipts that have been submitted to the municipality and statements are presented. The actual accounting takes place at the municipal office and we as a board need to trust that this is being done correctly.

Volunteers. What motivates a person to volunteer their time in a particular area? Sitting here today you might very well be asking yourself this question? Speaking personally, I am here because I believe in the service that the library is giving the citizens of Central Manitoulin. Thanks, in part, to you, as a group of volunteers the service of the library is being offered, within a budget of approximately \$100k. It is impossible to put a dollar value on the time and effort, you as board member put in month after month, and I, as a ratepayer of Central Manitoulin want to say Thank you.

Council rep Derek Stephens reiterated how dedicated the library board members are on both past and present boards as he has served on the library board for several years.

#14-16 Motion: Bruce Wiggins & Kim Moulton

That the Bank Statement, Cheque Register & Financial Statement be accepted , however the cheque register and the year to date register do not match and the board needs clarification and details of each expense and revenue line item; in particular Salary/Wages and Benefits.....cd

Audit Discussions:

Library Chairperson attended the audit meeting. The results from this meeting were that the library board was encouraged to gain better understanding of the audit process in relation to accounting with themselves and the municipal staff. The members of the board were presented with an E-mail that the chairperson had sent to the mayor after having attended several meetings . The result from these meetings is Motion # 15-16 below.

#15-16 Motion: Penny George & Sandra Strong

- (1) When the budget is struck for the next year, the previous year actual amount not the budgeted amount, should be the starting point to address wages and salaries.
- (2) When grant money comes in that is income in two separate years, that it is properly portioned in the municipal ledger. When grant money is received by the municipality, the board will be advised the line item and the year that the income is recorded in the general ledger.
- (3) That the librarian set up an excel spread sheet showing the total number of hours that the library is open in a two week period and the total number of hours worked by the assistant librarians in that two week period. This will simplify tracking for the year to date figures.
- (4) That the time sheet submitted by the librarian will have no indication of the hours worked. In the space where hours are recorded the notation "salaried employee" will be written.
.....cd (7/8 1 nay)

#16-16 Motion: Derek Stephens & Sandra Strong

That we instruct the CEO and Chairperson to investigate the library taking over their own finances
.....not carried (2/8 - 2 abstention-4 nays)

Claire's Updates: An ad has been put in the Expositor for a casual labourer for the libraries. Also Claire has been informed today that the library was successful in obtaining a grant for a summer student this year. James Scott will be hired again this summer as there was such a positive response from patrons.

New Business

The library has received a request from the municipal treasurer that she be given the 2006-2007 library board minutes. The library board has taken the position that these minutes will be made available at a formal request from council. The board was advised by the representatives from council that these are public documents and must be made available. The boards position is that these minutes occurred over ten years ago and what was decided then has no merit in today's world. This matter was left with formal direction needed from council.

6:25pm meeting adjourned by chair