

# **Central Manitoulin Public Libraries**

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Library Board Meeting  
Thursday, January 19<sup>th</sup> – 2:30pm

Present: Chair Penny George, Kim Moulton, Sandra Strong, Derek Stephens, Alex Baran, Jean McLennan, Bruce Wiggins, Marcy Ransom  
Absent: Maria Diebolt

#01-17 Motion: Sandra Strong & Kim Moulton  
That we accept changes to the agenda .....cd

#02-17 Motion: Alex Baran & Marcy Ransom  
That the December minutes be approved as distributed.....cd

#03-17 Motion: Alex Baran & Marcy Ransom  
That the bank statement, cheque register, financial statement and library registry for December be approved as distributed.....cd

#04-17 Motion: Sandra Strong & Jean McLennan  
That the following be added to the personnel policy –  
(1) A part time employee cannot take off their own shift in order to work for someone else, even if the other shift has longer hours. However the assistant librarian that has the most seniority should always be asked first to work someone's hours unless she is already scheduled to work.  
(2) If an employee is at work and for whatever reason the library closes either to bad weather or hydro outage the employee will be paid hours already worked or a minimum of 3 hours. If the shift was less than 3 hours the employee would be paid the hours normally worked. However if the library closes and the employee is notified before she leaves for work she does not get paid.....cd

#05-17 Motion: Sandra Strong & Bruce Wiggins  
The board asks that the benefit line item be corrected for the last two (2) fiscal years, being 2015 and 2016, and to be credited to our reserves to lower the deficit that we have been told we have been operating under .....cd

#06-17 Motion: Penny George & Kim Moulton

That the breakdown of salaries/ wages and benefits line items for library staff be made available from the municipality to the Chief Librarian for budgeting purposes annually.....cd

#07-17 Motion: Alex Baran & Marcy Ransom

That the 2017 budget be resubmitted with the revised figures.....cd

#08-17 Motion: Sandra Strong & Kim Moulton

The library board disputes accounting of reserve deficits and requests a detailed accounting of the process that produced this dollar amount for 2015

1 abstention 7 in favour.....cd

Chief Librarian Claire Cline stated that the library has received the Operating grant \$5,733 and the Pay Equity grant \$2,700. for 2016. This has been given to the municipality. The library has just received the Capacity grant for 2017 in the amount of \$4,333. and has been given to the municipality also. The student grant from Service Canada had to be sent in by January 20<sup>th</sup> and we should know if we are successful sometime in April. We have applied for the student to work for 10 weeks.

The 2017 budget was discussed and will be resubmitted with the revised figures. A discussion was held concerning the library boards bank account which is mandated by the Ministry, and no actions will be taken at this time.

The deficit from 2015 and the reserve funds were discussed and it was stated that with the correct figures from the municipality for salary/wages and benefits and also with the library keeping a record of what is spent on certain line items we should be on or below budget in all future years.

Our Chair Penny George has stated that she will continue as Chair/library board member until after June and then she will be resigning. She has and will continue to be a great asset to our libraries.

Adjourned by chairperson 4:10pm

Next meeting will be Thursday February 9<sup>th</sup> 2017 at 2:30pm