

Library Board Meeting
January 18, 2022 at 5:15 PM
Virtual Meeting

Attendees: Svea Beson, Christine Hutchinson, Sandra Kim, Kathy Stephanson, Mark Dunbar, Dean Billingsley, Vicki Weimer, Bill Elliot, Andrea Sandl, Paul Edginton, Tim Bolivar (5:18 PM), Gabrielle Blatz (5:49 PM)

Away with regrets:

Not present:

Organizational Meeting

Sandra called to order 5:17 PM

Tim arrives.

- A. Election of Chair
 - a. Sandra nominates Tim Bolivar, Tim accepts nomination. Dean moves that nominations cease.
 - b. All in favor. Motion carried.
- B. Election of Vice Chair
 - a. Dean nominates Sandra Kim, Sandra accepts nomination. Dean moves that nominations cease.
 - b. All in favor. Motion carried.

Welcome and introductions of our newest members; Kathy and Mark.

Library Board Meeting

- 1. Tim calls regular meeting to order at 5:33 PM
- 2. Agenda Approval

Dean motions to approve, all in favor. Motion approved

- 3. Consent Agenda
 - 3.1. Approval of November minutes
 - 3.2. Committee Reports - Financial/Policies
 - 3.3. Update of policies
 - 3.4. Manager's Report/Librarian's Report

Sandra motions to approve the consent agenda, all in favor. Motion approved.

- 4. Finance Committee Report
 - 4.1. Audited Financial Statements for 2020
 - 4.1.1. New policy instituted during 2020 that we were to report services in kind, this appears in the budget. Purpose was to demonstrate actual costs to run the library.
 - 4.1.2. Budget shows the impacts COVID has had on our revenue and our expenditures.

- 4.1.3. Salaries and benefits reflect COVID layoffs
- 4.1.4. Surplus must be used in capital projects

Sandra moves to make a motion to accept the audited financial statements from Grant Thornton, all in favor. Motion approved.

5. Operating surplus to restricted surplus 2020

Tim Bolivar motions that the \$133 344 surplus from the general fund December 31, 2020 be transferred to the internally restricted fund to be used for future capital expenditures only, all in favor. Motion approved.

- 6. Budget discussion approval
 - 6.1. Budget template from the city looks different from last year. City took in-kind services out as per their request.
 - 6.2. Need further information for some areas of the budget.
 - 6.3. Staffing changes. We had a staff of 14 before. Almost back to the same hours open as before, we are still trying to catch up with staff hours, we are trying to offer more hours to fewer staff to help with retention as well as limiting the need for a second job by staff to lessen germ transmission.
 - 6.4. Trying to limit the number of shifts with only two staff on site and have a minimum of 3 staff on site.
 - 6.5. Budgeting with the plan that COVID will persist.
 - 6.6. Revenue numbers are very low because of COVID.

Sandra motion to approve the 2022 budget as presented. All in favor. Motion approved.

- 7. Business Arising
 - 7.1. Municipal Affairs filing complete
 - 7.1.1. Our filing has been completed and filed for 2020. This was late due to late financial statements from the City.
 - 7.1.2. 2021 filing is due June 30th, 2022.
 - 7.1.3. Non-profit status is fine as long as we keep them updated.
 - 7.1.4. CRA filing is complete.
 - 7.1.5. Survey for filing should be done by the end of February.

8. In camera (if required)

- 9. Action items: Svea/Christine to email list of committees and who is currently on them to all board members. Gather updated contact information from all members and distribute to the members.

10. Next meeting date: February 15, 2022

11. Adjournment 6:13 PM

Dean motions for meeting adjournment. All in favor. Motion approved.

Meeting Chair: Tim Bolivar

Recording Secretary: Christine Hutchinson