

Library Board Minutes May 22, 2025

The Rideau Lakes Public Library Board held a meeting on May 22, 2025 at 6 p.m. via Teams and at the Hall in Elgin.

Land Acknowledgement Statement

Roll Call was taken and the following Board Members were in attendance: Dustin Bulloch, Doug Franks, Mary Roantree, Marnie Young, Lorie Truemner, and Maxine Weber in person.

Regrets: Peggy Fletcher, Marcia Maxwell, and Becky White-Thompson

Staff: Vicki Stevenson

Members of the public attending: Sue Dunfield

Introductory remarks: Congratulations to Vicki and the Library Team on such a successful Grand Opening and beautiful new Portland Branch. Congratulations to Dustin Bulloch for running in the upcoming by-election for South Crosby. Thanks for arranging the guest speaker, Brad Richards, last month.

Adoption of the Agenda

Moved by: Lorie Truemner

Seconded by: Marnie Young

The Rideau Lakes Public Library Board approves the Agenda.

Carried.

Declaration of Conflict of Interest. None.

Adoption of Consent Agenda items

RESOLUTION #25-19

Moved by: Mary Roantree

Seconded by: Dustin Bulloch

The Rideau Lakes Public Library Board approves the Consent Agenda items: the April 24, 2025 Board minutes, the May 2025 CEO report, and the April 2025 statistics.

Carried.

Financial statements:

RESOLUTION #25-20

Moved by: Dustin Bulloch

Seconded by: Marnie Young

The Rideau Lakes Public Library Board approves the May 20, 2025 Balance and Income financial statements.

Carried.

For Discussion:

a) 2025 Budget and pay grid approval

- Council passed their budget, Monday May 5.
- The approved budget included the library's 3.95% request on the municipal levy with a 2% wage increase (1% cost of living and 1% PE maintenance).

RESOLUTION #25-21

Moved by: Lorie Truemner

Seconded by: Mary Roantree

The Rideau Lakes Public Library Board approves the final 2025 Budget with a 3.95% request and the 2025 pay grid with a 2% wage increase.

Carried.

b) Audit update

- KPMG has our financial documents from 2024 under review.
- We now have Tangible Capital Assets (i.e. books, furniture, fixtures, equipment) listed in our account lines, for continuity purposes.
- There is a 2024 Year End surplus of \$3,283.98, which could be moved to reserves.

RESOLUTION #25-22

Moved by: Dustin Bulloch

Seconded by: Marnie Young

The Rideau Lakes Public Library Board agrees to move the 2024 year end surplus of \$3,283.98 to the Development Reserves.

Carried.

c) Newboro Branch Statistics

- Recent drop in physical checkouts at the Newboro branch is a concern.
- Statistically with smaller numbers small changes can show up as dramatic changes.
- Vicki has canvassed staff for changes they are noticing at the desk and will run further reports on circulation patterns.
- Community use of the branch space remains important and is being recorded.
- Reciprocal borrowing may be having an affect but likely this goes both ways.
- Directional signage may help with traffic off the main road.

d) Policy proposal and review:

S-5 MakerSpace (includes agreement and fees)

- No changes needed since we formed the MakerSpace policy in 2021.
- Renewing the agreement annually is not feasible so it could be removed.

RESOLUTION #25-23

Moved by: Marnie Young

Seconded by: Lorie Truemner

The Rideau Lakes Public Library Board has reviewed and approved the changes to S-5 MakerSpace Use, including the agreement and fees.

Carried.

d) **Risk management:**

- nothing to report

Advocacy update:

- Based on recent experience with donations made in memory of community members, the Board considers it timely to revive our planned giving strategy.

Friends of the Library:

- The Friends are planning a crime writers talk by the lake at the Portland location in August as a fundraising event.

Public comments: Sue Dunfield made the following comments:

- Donations made to the library in memory of a loved one can be very meaningful and cards are always appreciated.
- On another note, congratulations for collaborating on such a wonderful event at the Grand Opening in Portland and for an exceptionally beautiful branch which I am sure will be very well used by the community.

Adjournment: Meeting adjourned at 7:00 pm, motioned by Dustin Bulloch and seconded by Mary Roantree.

Next meeting: The next Library Board meeting will be on Thursday June 26, 2025 at 6 p.m. at the Elgin Hall and via Teams videoconference.