

MISSISSIPPI MILLS PUBLIC LIBRARY BOARD

Minutes

Special Meeting

Wed. Aug. 31, 2016

Almonte Branch, 7:00 p.m.

Present:

Board: Mary Lou Souter (Chair)
Micheline Boucher
Wendy Hansen
Betty Mears
Danielle Wojtyniak
Stuart Langstaff

Regrets: George Seibel; Anne Mason (Vice Chair), Val Wilkinson (Councillor)

Staff: Pam Harris, CEO/Chief Librarian, Recording Secretary

The Chair called the meeting to order at 7:16 p.m.

1) Draft Budget 2017

Mary Lou stated that this meeting was to review and approve the Mississippi Mills Public Library draft 2017 budget. She indicated this was the first phase and that we needed approval for the Municipal Treasurer by Noon, Sept. 2'16.

Mary Lou provided some background indicating that Pam had met with the new Facilities Manager to review capital and regular maintenance considerations.

Mary Lou pointed out that this first draft budget is not balanced based on the Long Term Plan (LTP) figures provided by the Municipality of \$497,895, a 2% overall increase, where we increased the Municipal portion to \$517,880 in order to balance.

Three reasons were provided for the increases:

- We have lost two forms of annual provincial funding: the "Connectivity Grant" of \$2,000 for internet/wireless support and the "Capacity Funding" of \$3,300 for technology (total lost revenue is \$5,300).
- Increased costs to Pakenham resulting from the Canada 150 expansion project including things like elevator, increased snow clearing, increased cleaning.
- Annual step increments and cost of living increases for staff plus the addition of staff hours for the Pakenham branch

We reviewed each section step by step:

- Revenue: loss of provincial funding
- Salary: step increments
 - o a new request of \$2,600 for Courier. We asked for this last year but had to cut it. Currently staff do this when they can, usually to and fro work or other reasons to be travelling between branches; not very efficient

- Voted 3 out of 5 to keep this request in this draft.
 - Salaries gone up \$4,600 in Pakenham and part of that is a new request for an additional 4 hours to a processing position for Saturday operations as the branch will be functioning in a 2 floor capacity additional staff is needed, as well the branch will be busier with new members and higher circulation, plus programming and outreach development. A concern was raised around the role of volunteers vis-a-vis operations and what the hours would be in the Pakenham Branch when it opens. It was agreed to identify meaningful roles for volunteers and to seek their input as to how they would like to see themselves contributing in the new branch.
 - Voted 3 out of 5 to keep this request in this draft
 - Under Pakenham, a new request to add 2 more hours to the Branch services Supervisor position, an increase of \$1,618. This would be to facilitate the expected growth in the branch once the expansion is completed as well as to develop programmes and outreach in the community, especially among seniors
 - Voted 3 out of 5 to keep this request in this draft.
- Under Administration, an increase of \$1,500 each to the Almonte and Pakenham lines for computer expenses, (lines 49, 60 respectively) as well as a \$200 increase to professional training for both Almonte and Pakenham (lines 54, 62 respectively). The increase for computer expenses is due to anticipated configuration and set up costs not being covered under the Canada 150 grant.
- Collections have been flatlined given increased budget requests on other lines
- Building and Operations show increases in the Almonte cleaning and maintenance line and in Pakenham, line 82 – a jump created by needs resulting from the expansion project including elevator maintenance costs, increases to snow clearing, equipment and cleaning.

A general discussion followed. A concern was raised that the increases to computer expenses may not be high enough given historical spending, and that the current line for IT spending is not reflective of true costs as Lanark IT redid a lot of work for us for free as a result of our dissatisfaction with their service; and that our mid point spending (\$5,911.18) for computer expenses is already very close to its maximum. In the end it was agreed to increase the computer expenses lines by an additional \$1,000 in total (to an overall \$4,000).

Mary Lou indicated that the cost of temporarily locating to the Pakenham School has a cost of \$16,524. Part of this cost will be absorbed from the 10 hour processing assistant position which was vacated and not filled Aug.'16. Mary Lou also indicated that the Municipality is purchasing a 20 x 8 x 8 container, costing \$4,200 including delivery. The Municipality hopes to resell this when the Library relocates to the new branch, recovering some costs then.

Moved by Danielle Wojtyniak

Seconded by Betty Mears

THAT the Mississippi Mills Public Library Board accept the first draft of the Library Operating Budget as presented and amended.

CARRIED

Capital Requests

Mary Lou indicated that in the Long Term Plan (LTP) for capital planning shows no increase for 2017 but more than \$200,000 for 2018. This is based on the building condition reports. A general explanation for the capital maintenance requests was reviewed.

Moved by Danielle Wojtyniak
Seconded by Stuart Langstaff

THAT the Mississippi Mills Public Library Board accept the proposed Capital budget for 2017 as presented and amended.

CARRIED

Moved by Stuart Langstaff
Seconded by Micheline Boucher

THAT the Mississippi Mills Public Library Board adjourn.

CARRIED

The meeting adjourned at 8:28 p.m.

Signed:

Mary Lou Souter, Board Chair

Pam Harris, Recording Secretary