

FRIENDS OF THE MEAFORD LIBRARY EXECUTIVE MEETING MINUTES

Thursday March 12, 2020

Meaford Public Library Boardroom

Present: Peter Bantock (Pres), Leslie Ransom (VP) Jane Leckenby, Jim Brown (Tres), Elaine Burns (Sect),
Judy Leigh Johnson,

Regrets: Chris Richardson, Dinah Shields, & Paul Wehrle

Guests: Lynne Fascinato, Amy Solecki, Kim Ware, Chamber of Commerce, Joyce Adams (Chamber of
Commerce

Agenda Item	Discussion	Resolution	Action to be completed
Call to order	4:30pm		
1. Adoption of agenda and additions	Add the discussion of the C of C presentation to Promotions and Publicity	Agenda adopted with addition	
2. Minutes of the February 13, 2020 meeting	Motion to accept the minutes as circulated. 1. Leslie 2. Jim	Carried	
3. Treasurer's Report	Jim reviewed the financial report as at February 29, 2020 Motion to accept the Financial Statements as presented. 1. Jim 2. Jane	Carried	
4. Report from the Library	Furniture purchases will commence this month. There was a tour of the building earlier. Library staff pleased with the space allotments. Lynne is finalizing the Strategic Plan Achievement Report for Council. Staff will be culling book and wondered if they should go to the Net Shed of the Base. The FOML Pilot of paying Interlibrary Loan fees has completed. That amount is now in the library budget.	Dinah will be included on this discussion	
5. Standing Items			
5.1 Membership	New membership forms are ready. Elaine suggested that for next year we change the fee to \$5. It		

	<p>was agreed by the membership that this is feasible.</p> <p>Motion: to raise the membership fee to \$5 starting January 1, 2021.</p> <ol style="list-style-type: none"> 1. Jane 2. Jim 	Carried	
5.2 Promotion & Publicity	<p>The pros and cons of C of C membership were discussed.</p> <p>Motion: to join the Meaford Chamber of Commerce for one year and evaluate that at the end of that year.</p> <ol style="list-style-type: none"> 1. Judy 2. Jane <p>Peter reported that the FOML website has been refreshed and suggested we all look at it to see if anything is missing.</p> <p>Peter read a letter from Mayor Clumpus inviting FOML to the Municipality" annual Volunteer Appreciation Dinner. April 22, 2020 from 4:00 – 7:00pm</p>	Carried	
5.3 Concerts	<p>Peter shared a report from Paul indicating that the concert list will be finalized this month.</p>		
5.4 Net Shed	<p>No report from Dinah.</p> <p>Jane reported that the orientation date for volunteers will be May 9 from 11-2.</p> <p>Volunteers are needed to be at the Net Shed and at the Library.</p> <p>Elaine suggested that this orientation would be a good time to refresh volunteers on protocols and safety.</p> <p>The group agreed and a signature will be required</p>	<p>Jane and Elaine will work on this.</p> <p>Lynne provided a copy of the volunteer health and safety orientation used by the library</p>	<p>Jane and Elaine to report back next meeting</p>
<p>Business arising from the Minutes:</p> <p>i) Fundraising Committee</p>	<p>Amy reported that there are two activities upcoming. May 9 at 11:00am and 1:00pm there will be a Royal Tea.</p> <p>July 25 is Harry Potter Day. The BIA have donated \$1200 to this event and the Meaford Cultural Foundation has donated the cost of Meaford Hall</p>		<p>4 volunteers needed for the Royal Tea. Contact Amy.</p>

	<p>There will be a final Community Mail-out for June 21st. Donors close to the amount need to get on the Donor Recognition Board and those close to a room donation will be contacted to see if they can up their donation. Peter reported that the letter of intent for the Gray Bruce Community Foundation has been updated and resent</p>	<p>Elaine to draft the letter. Elaine will draft this letter.</p>	
New Business:	<p>Presentation from the Meaford Chamber of Commerce. Kim Ware outlined the benefits of joining the C of C. The cost is \$60/year and this will provide a wider audience for our activities. There is no requirement for us as to attendance and participation unless we choose to do so.</p>	<p>Discussion of this will take place during Promotions and Publicity</p>	
Adjournment	<p>4:55pm motioned by Jane.</p>		
Next Meeting	<p>Thursday April 9, 2020</p>		

Secretary: _____ President: _____

Minutes Approved April 9, 2020

Friends of Meaford Library Operating Statement

AS OF: March 31, 2020

	YTD	YTD Previous
Revenues		
Net Shed	\$ -	\$ 16,740.31
Memberships	\$ 18.00	\$ 69.00
Donations	\$ 49,886.66	\$ 58,406.90
Concert	\$ -	\$ 3,000.71
Events	\$ 16,294.56	\$ 45,111.23
Interest	\$ 623.21	\$ 1,145.02
HST Rebate	\$ -	\$ 1,254.09
Prepaid Exp	\$ 759.36	\$ 7,311.10
Total	\$ 49,904.66	\$ 133,038.36
Expenses		
Lawn Maintenance	\$ -	\$ 390.00
Volunteer Appreciation	\$ 192.00	\$ 40.00
Newspapers	\$ -	\$ 1,867.12
Insurance	\$ 2.50	\$ 1,250.00
Bank Charges	\$ 1,266.57	\$ 217.80
CanadaHelps Fee	\$ -	\$ 482.93
Office Supplies	\$ 349,645.00	\$ 88.97
Library Equipment	\$ 714.20	\$ 6,470.00
Inter Library Loan Postage	\$ 300.00	\$ 251.19
Phone/Internet	\$ -	\$ -
Web Hosting	\$ 367.28	\$ 85.04
Postage/Shipping	\$ 198.56	\$ 189.40
PinPad	\$ -	\$ 320.50
Advertising	\$ 4,922.03	\$ 11,950.17
Event Expenses	\$ 202.19	\$ 1,072.93
Miscellaneous	\$ 60.00	\$ 1,207.50
HST	\$ 6.20	\$ 100.00
PST	\$ -	\$ 396.56
GST	\$ 9.62	\$ -
Total	\$ 1,825.82	\$ 26,380.11
Net Profit (Loss)	\$ 48,078.84	\$ 106,658.25

**Friends of Meaford Library
Position Statement**

AS OF: March 31, 2020

Assets

Bank Accounts	<u>\$ 79,676.03</u>
Petty Cash	<u>\$ 275.67</u>
Cash on Hand	<u>\$52.90</u>
Float	<u>\$ 30.00</u>
Total Cash	<u><u>\$ 80,034.60</u></u>
Receivables	<u>\$ 120.00</u>
Total Assets	<u><u>\$ 80,154.60</u></u>

Liabilities

Building Fund Escrow	\$ 50,932.29
Pledged to Building Fund	\$ -
Payables	\$ 4.20
Total Liabilities	<u><u>\$ 50,936.49</u></u>
Net Assets	<u><u>\$ 29,218.11</u></u>