

Present Josie Scott
Bill Skinner
Elizabeth Stewart
Lisa McGee
Meaghan Shannon Kolar
Karen DeLuca, Chief Librarian

Regrets Neil Salminen
Elizabeth Stewart
Elisabeth von Bloedau

1. Chair called the meeting to order at 6:02 pm
2. **Motion 2021-12-01 Moved by Bill Skinner, seconded by Lisa McGee the Agenda be approved as circulated.**
3. No declarations of conflict of interest

4. **Budget 2022**

The CEO and Chair met with the Town's treasurer and CAO to review the budget format. The new format includes a Contribution from Reserve line in revenues rather than the library adjustment section as per previous years.

To that end, it is recommended the Board approve an adjustment in the 2021 budget (forecast). The contribution from the Gaumond Reserve in the amount of \$36,784 represents the library's contribution for the final expansion drawings. The remainder of the 2020 expenditure for the drawings is covered by the \$4000 from Development Charges as allocated in 2020.

This adjustment will drive a forecasted 2021 surplus of \$25,870. These funds can be allocated to the 2022 budget. The funding will allow the library to gradually increase service levels throughout the year.

Motion 2021-12-02 Moved by Bill Skinner, seconded by Meaghan Shannon Kolar that the Board approve a contribution of \$36,784 from the Gaumond Reserve to the 2021 operating budget - carried

In order to deal with future surpluses or deficits, it is recommended the Board establish a specific reserve. A snapshot of other approaches from other Ontario libraries was circulated.

Motion 2021-12-03 Moved by Lisa McGee, seconded by Meaghan Shannon Kolar that the Board establish a contingency reserve to cover future deficits / surpluses and that this reserve be tagged for innovation projects and professional services – carried

The CEO will consolidate the reserve definitions in an updated reserve policy.

Motion 2021-12-04 Moved by Lisa McGee, seconded by Bill Skinner that the 2022 budget be approved as amended – carried.

5. No new business
6. Next meeting: December 15, 2021
7. Adjournment: **Motion 2021-12-05 Moved by Lisa McGee, seconded by Meaghan Shannon Kolar that the meeting be adjourned at 6:50 pm – carried.**

