

Present

Josie Scott
Ian Bartlett
Ying Ji
Chris Couper
Shane Kramer
Karen DeLuca, CEO

Regrets

Elisabeth von Bloedau

1. The Chair called the meeting to order at 6:12 pm
2. Agenda – **Motion 2024-12-01 Moved by Ying Ji, seconded by Shane Kramer that the agenda be adopted as circulated** – carried.
3. No Conflicts of Interest declared
4. Minutes – **Motion 2024-12-02 Moved by Shane Kramer, seconded by Ian Bartlett that the minutes of the October and November 2024 meetings be adopted as circulated** – carried.
5. Librarian's Report

Budget presentation follow-up – The 2025 budget presentation was distributed in addition to the updated SROI document with calculation correction on the formula for hours open vs. annual hours. The corrected version was sent to the Town via the CAO.

The CEO will follow up with the Township re: grant payment for 2024 service.

Banking documentation has been updated so that the library now has access to ScotiaConnect wherein EFTs can be used for invoice payments. The credit card limit reduction should take effect by year end.

Following a conversation with KPMG, it is anticipated the base amount of \$6500 will cover auditing services in 2025. There would be no additional consolidation fees as is the case with an external firm. No other quotes were received.

The CEO will reach out to a number of Ontario libraries for feedback on the Book Lockers (Halton Hills, Ottawa, Oakville, Pelham). The two quotes are valid until February 2025 and further conversation with vendors can take place at the OLA conference at the end of January. Library holiday hours reviewed.

Youth Programming is on pause until mid-January; self directed adult programs will resume early in the new year.

Staff appreciation event to be covered by contingency budget line.

6. Next meeting: January 22, 2025
7. Adjournment – **Motion 2024-12-03 Moved by Ian Bartlett, seconded by Shane Kramer that the meeting be adjourned at 6:57 pm** – carried.