

Headingley Library Board Minutes

March 14, 2023, 4:45 pm

Present: Gail Bell, Susan Stuart, Jim Robson, Dawn Dunford, Rhiana Kaspick Stranges, Alison Au

Regrets: Jodee Karlowsky, Wendy Mackenzie

1. Called to Order by Gail at 4:45 pm.
2. Minutes of February 27th adopted by Susan and seconded by Dawn.
3. Librarians Report - Alison Au
 - a. 2022 statistics consistent with previous years
 - b. Interlibrary loan stats are high – library has been lending a lot of books to other libraries. Postage has gone up a lot. Efforts are being made to conserve.
 - c. Staffing – Jessie finished first story time session. Children and families are enjoying programing.
 - d. The RM to repair eavestroughs in the spring. Public works have been notified of ice dam in parking lot.
 - e. 2022 Audit is underway
 - f. Increase in use of multipurpose room post-Covid
4. Financial Report – 2023 Budget
 - a. Financial reports updated by Patrick to reflect accurate 2022 budget numbers.
 - b. The library is carrying a surplus of approximately \$50,000 from 2021 and 2020. Sandra Miller has suggested returning to a yearly payment from the municipality instead of quarterly.
 - c. Jim identified some of the surplus as being Covid grants from the province
 - d. The library is looking at a potential \$30,000 increase in 2023 for salaries due to minimum wage increase. RM prefers to keep growth to 5%; this year due to inflation, that increase will higher.
 - e. The provincial library operating grant increased in 2022 and will increase again in 2023 by approximately \$5,000
 - f. Discussion regarding other grant applications to offset budget increase, including Headingley Community Foundation grant for new children's department computer
 - g. Certain budget categories have been merged and changed to reflect current spending. Children's programing budget has been reduced due to Jessie's changes in story time sessions and the elimination of weekly crafts

- h. Revised salary scale approved, with revisions. Starting wage for library clerks will continue to be minimum wage plus 6%. Staff's salaries will be increased in increments which reflect the minimum wage increases in April and October.
 - i. 2023 municipal budget contribution amount of \$136,000 approved by the board, subject to discussed revisions. Moved by Rhianna, seconded by Gail.
- 5. Municipal Report
 - a. No Municipal report today due to lengthy budget discussion.
- 6. Meeting adjourned at 6:15 pm by Gail Bell.
- 7. Next meeting: May 23, 2023, 4:45 pm