



**NOTL PUBLIC LIBRARY BOARD
SPECIAL FINANCE COMMITTEE MEETING MINUTES**

**Wednesday, December 2nd, 2020, 7:00 p.m.
Virtual Meeting**

Last motion 20–41

1. Call to Order

A special meeting of the Niagara-on-the-Lake Public Library Board was called to order at 7:02p.m.

Present: Brice Bible, Allan Bisback (Councilor), Wendy Cheropita (Councilor), Robin Foster, David Hunter (Vice Chair), Betty Knight, Stuart McCormack, Daryl Novak (Chair), Lisa Traficante

Staff: Christine Reganti (IT/Makery Assistant), Cathy Simpson (CEO), Laura Tait (Manager)

2. Approval of agenda

MOTION 20-42: Moved by B. Knight that the amended agenda be approved. **CARRIED.**

3. November 26th, 2020 Finance Committee Meeting Minutes

S. McCormack summarised the five agenda items from the November 26th, 2020 Finance Committee:

- i. November 10th Finance Committee meeting minutes
- ii. 2020 operating budget surplus
- iii. Surplus transfer to reserves
- iv. 2021 operating budget
- v. Budget presentation to town council

4. 2021 Operating Budget Draft 1

C. Simpson gave an overview of the first draft of the 2021 operating budget submitted to the Town's Audit & Finance Committee. This draft included a decrease of 0.52%. A. Bisback advised the board that if an increase was requested, a presentation to the Audit & Finance Committee and town council would be necessary.

5. 2021 Operating Budget Draft 2

5.1. Current Transfers to Reserves

S. McCormack reviewed the 10-year reserve forecast at the current rate of transfer noting the reserve deficit.

5.2. Proposed Transfers to Reserves

S. McCormack presented the proposed transfers to reserves which would cover the cost of upcoming capital projects and maintain a minimal reserve balance.

MOTION 20-43: Moved by S. McCormack to accept proposed transfers to reserves contained in agenda item 5.2. **CARRIED.**

5.3. 2021 Operating Budget Draft 2

S. McCormack reviewed draft two of the 2020 operating budget that includes the proposed transfers to reserve.

MOTION 20-44: Moved by D. Hunter to accept 2021 operating budget draft 2. **DEFEATED.**

MOTION 20-45: Moved by B. Bible that the 2021 operating budget remain at the same level as the 2020 operating budget with a zero percent increase to the municipal operating grant. **CARRIED.**

6. 2020 Operating Budget Variance Forecast

C. Simpson summarized the source of the 2020 operating budget surplus. The two main sources are savings in the staffing budget due to layoffs and terminations and a one-time refund from the Libraries in Niagara Cooperative hardware reserve.

7. 2021 Budget Presentation to Town Council

Board members discussed the contents of the budget presentation to town council and who should present.

ACTION: C. Simpson and D. Novak to present to council with direct support from R. Foster and B. Knight. The library as significant contributor to Niagara-on-the-Lake's pandemic recovery and investment in social infrastructure to be the focus of the presentation.

8. Meeting Termination

MOTION 20-46: Moved by L. Traficante that the meeting be terminated at 8:18 p.m.

Next meeting Wednesday, February 17th, 7:00 p.m.

Strategic Planning Session, Wednesday, January 13th, 7:00 p.m.