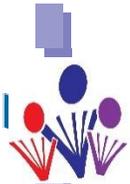


Sault Ste. Marie Public Library
FINANCE COMMITTEE
Thursday, October 15, 2020 – 4:30 P.M.
Centennial Library & Virtual



Board Committee Members Present:

Wayne Greco
Elspeth Blair

Ashlee Gerard
Erin Furliano

Absent: Kevin Harrison

Library: Matthew MacDonald, Roseanne Chan

1. Call to Order

W. Greco called meeting to order at 4:33 p.m.

2. Declaration of Conflict of Interest

No conflicts declared.

3. Approval of Agenda

The committee approves the agenda as presented.

Moved: Elspeth Blair

Seconded: Ashlee Gerard

4. Approval of Minutes – Finance Committee

4.1. Finance Committee Meeting - September 11, 2020 Minutes

No approval required.

4.2. Matters Arising

Minutes will be required for the committee moving forward.

5. Updated Library Budget for 2021 Fiscal Year

The proposal for a 1.5% increase for the 2021 fiscal year was submitted to City Finance. City Finance replied with a recommendation that they would support a 1% increase for the 2021 Fiscal Year.

The committee discussed options for appeals and requests for the .5%. It is likely City Finance would not support any request to increase the recommendation.

R. Chan recommends preparing our presentation for City Council which would highlight appreciation for the 1%, working hard to work within the 1% to find savings, but still present the request for the additional .5% to cover inflation.

Committee Recommendation: Proceed with presentation to council as presented by R. Chan and supported by M. MacDonald.

Matthew and Roseanne to develop presentation that will be used at City Council for committee review by November 19, 2020.

6. Updated 2019 Audited Financial Statements

R. Chan reviewed highlighted areas of the audit where changes were made by KPMG. In summary, the lease is now recorded as a loan versus rent, in turn increasing capital assets. By capitalizing the lease, we have a better starting point for future planning.

KPMG has added a note about capital obligations.

KPMG will be asked to add a note regarding increase due to inflation.

Committee Recommendation: The finance committee recommends that the board the audited financial statements as amended.

MOTION:

Be it resolved that the Sault Ste. Marie Public Library Board approve the revised draft 2019 audited financial statements as presented/amended:

Further, be it resolved that the Sault Ste. Marie Public Library Board approve the additional amendments to be made to the financial statements as presented/amended:

Moved:

Seconded:

KPMG requires a signed letter from Library Management. A signature line was added for the Chair of the board.

Attachment B is a summary of changes prior to the latest update. Roseanne and Matthew will request for an updated attachment with additional amendments.

7. KPMG Audit of Canada Cultural Spaces Fund

In receipt of the funds to support the development of our archives, an audit engagement is required. KPMG has provided the engagement letter, requiring signature for the process to move forward.

Cost is estimated to be between \$2,500 - \$3 000.

M. MacDonald will proceed with the audit of this spending.

8. Financial Results as of September 30, 2020

Roseanne reviews the September financial statements, highlighting income from grants.

All salary savings came from positions being unfilled and part time hours that were not being used.

Matthew and Roseanne to confirm whether an employee's termination settlement came out of those savings.

Recommendation: The finance committee recommends that the board accept the September financial statements as presented.

Motion: The board accepts the financial results as of September 30, 2020.

9. Invoices Paid September 2020

M. MacDonald review the invoices paid for September, noting payroll invoices did not come in until the end of the month. We will see a larger expense in October.

Recommendation: The finance committee recommends the board accept the motion presented.

MOTION

Resolved that the cheques for the month of September 2020, which include wages and benefits and RBC Visa in the amount of \$60,269.07 be confirmed paid.

MOVED BY:

SECONDED BY:

10. Review of Finance Committee Terms of Reference

Deferred

ACTION Finance committee to review and provide feedback.

Item be transferred to the Policy Committee for by-law development. The board requires by-law/policy for standing committees. By-law language can be created and would be approved at the AGM.

11. Schedule of Meeting Dates for Finance Committee

Meeting dates have been provided to the committee. The committee will meet the Thursday before the board meeting moving forward.

12. New Business

None.

13. Adjournment

W. Greco adjourns the meeting at 5: 57 pm.