

MEETING OF THE RENFREW PUBLIC LIBRARY BOARD

Date & Time: April 16, 2019 at 5pm
Location: Library Program Building

MINUTES

1. Welcome and Roll Call

Members Present: Margaret Maloney, Donna Clark, Jane Donnelly, Kelly Thompson (CEO), Heather Dale, Christin Miller (arrived at 5:28 pm)

Regrets: Lynda Janney (Chair), Andrew Evan (Councillor)

Guests:

2. Consensus Agenda

- The Agenda
- Minutes of the Renfrew Public Library Board Meeting from March 19, 2019
- CEO/Library Activity Report of Mar/Apr 2019
- Monthly statistics March 2019 and Google stats

MOTION: Moved by Donna Clark and seconded by Jane Donnelly that the Consensus Agenda be accepted. Carried.

3. Conflict of Interest N/A

4. Financial Statement

A. Monthly financial statement for March 2019

- No budget passed yet, but they will put our numbers in for next month with a reference that it is pending budgetary approval

MOTION: Moved by Jane Donnelly and seconded by Donna Clark that the Financial Statement for March be accepted. Carried.

B. Addition of signatory for library accounts

- Margaret and Lynda are currently the signatories, Kelly needs 2 people to sign, asked to add an additional person as another back up
- Heather volunteered - moved by Jane, seconded by Donna - accepted, carried

MOTION: Moved by Jane Donnelly and seconded by Donna Clark that Heather Dale be added to the Library Account as an additional signatory. Carried.

5. Business Arising from the Minutes

A. 2019 work plan

- Task 1: Capital Projects
 - Railway is being ripped up, none of the plans had been shared with Kelly so she has reached out to the Development and Works for more info.
 - Lower level bathroom - scope of work has been put together, Kelly is meeting with Kevin to put together the RFP
 - New security system is in the works pending council approval
- Task 2: Emptying Upstairs of Program Building
 - Upstairs program room to be cleared out
- Task 3: Policies and Procedures
 - Still ongoing, but way ahead compared to 4 years ago
 - Volunteer program will be coming to the next meeting
- Task 4: Inventory
 - Carried over from last year
 - Try again, fingers crossed, Insignia Support team will help ensure it is working properly and Sandra will be helping set up procedures
 - Students and volunteers to help scan in once Kelly knows program is good to go
 - Numbers will be accurate for number of books in the collection once inventory is done and there may appear as a huge purge in the system numbers due to system crashed which happened over 6 years ago – so brace yourselves!
- Task 5: Community Connections
 - Meeting with Foodbank Thursday
 - Reaching out to librarian at Pikwanagan to see if we can help out there
 - Kelly would like to see library services address some of the more pressing needs for those in our community. The library will work on becoming a community hub of information for Renfrew to provide people with the information they urgently need
 - Staff will work towards building a database of community connections to get the right information out to the people who need it the most

- Also reach out to Adult learner population - what do they currently need/want?
- Task 6: Working Towards a Community-Centric Library Building
 - Kelly's vision: Bottom floor contains a full service kitchen/meeting room area that can be rented out
 - Waiting to hear back from contractor re: upstairs possibilities
- B. Update on closure for staff training: Booked for June 6th and 7th. Library will be closed those two days. There are 7 staff, need 10 to run \$100/person for the 2 days.
- C. Contractor advised Kelly that the water is being shut off due to construction until noon on Tuesday, April 23rd, so Kelly asked the Board's permission to remain to closed until noon on Tuesday, April 23rd

MOTION: *Moved by Christin Miller and seconded by Jane Donnelly that the library be closed until noon Tuesday be accepted. Carried.*

6. New Business

- A. Review/approval of Gift Acceptance policy
 - Wants to put accepted list on website and post in the library as well
 - To be a patron friendly version of the policy

MOTION: *Moved by Donna Clark and seconded by Heather Dale that the updated Gift Acceptance policy be accepted. Carried.*

7. Next Meeting – May 21, 2019

8. Adjournment @ 5:54 pm

Reminder: University Women's book sale is next weekend Friday 4-9, Saturday 9-2