

MEETING OF THE RENFREW PUBLIC LIBRARY BOARD

Date & Time: February 19, 2019 at 5pm
Location: Renfrew Public Library Program Room

MINUTES

1. Welcome and Roll Call

Members Present: Lynda Janney, Christin Miller, Heather Dale, Donna Clark, Andrew Evans (Council representative), Jane Donnelly, Margaret Maloney and Kelly Thompson (CEO)

Regrets: N/A

Guests: N/A

- New members welcomed and a round table of introductions ensued.

2. Consensus Agenda

- The Agenda
- Minutes of the Renfrew Public Library Board Meeting from January 15, 2019
 - One correction noted and amended
- CEO/Library Activity Report of Jan/Feb 2019
 - As an update/addendum to the Activity report, it was noted that Maggie Murdock gave an interview to the “Seniors in Our Communities” program on Heritage Radio about RPL’s services and programs
 - The CEO will be attending the Chamber of Commerce breakfast as there will be a speaker will be from Ontrac Employment Services and Michael Barber from the County of Renfrew will be making a presentation on Cannabis in the Workplace
- Monthly statistics Jan 2019 and Google stats
 - CEO noted that tech help will now be tracked and recorded to more accurately reflect the delivery of service

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

3. Correspondence

- Letter re: Susan Tough from the Southern Ontario Library Service
 - The Board received a letter from Ann Marie Madziak of the Southern Ontario Library Service acknowledging Susan Tough’s success in achieving a Certificate in Public Library Leadership. The Board also acknowledged all of Susan’s hard work and her dedication to the Renfrew Public Library.

4. Conflict of Interest —None declared

5. Financial Statement

- Monthly financial statement for Jan 2019

MOTION: Moved by Andrew Evans and seconded by Heather Dale that the January 2019 financial statement be accepted as presented. *Carried.*

- Revised year-end 2018 figures

MOTION: Moved by Donna Clark and seconded by Margaret Maloney that the Revised Year End 2018 financial statement be accepted as presented. *Carried.*

- CIRA Community Investment Program
 - CEO is applying for funding for a technology project that will allow more people to have access to technology

6. Business Arising from the Minutes

- Board member training
 - Members were directed to the Governance Hub maintained by the Southern Ontario Library Service. The link is: <https://www2.librarygovernance.ca/gov-hub>
 - It was recommended by the Chair that members review the “Cut to the Chase” document, as well as the library’s Strategic Plan which is available on RPL’s website. J. Donnelly also noted that the webinar located on the main page was very helpful.
- Open House for Council
 - **Deferred to next meeting**
- 2019 work plan
 - **Deferred to next meeting**
- Update on program building agenda for 2019
 - Still awaiting quote for drawings from engineer

7. New Business

- Amendment of Board By-law Terms of Reference of the Officers (Policy Number: BY-03) as follows:
 - ❖ Section 1, pt. 2 Terms of Reference for the Chair and Vice-Chair: Term will be changed from a 4-year term, to a 2-year term.
 - ❖ Section 3, pt. 1 Terms of Reference of the Secretary: Wording changes to, “The CEO **may** serve (...)”. Also, the phrase, “In addition, the secretary will”, should be changed to “In addition, **the CEO will work with** the secretary to (...)”
 - ❖ Section 5, pt. 3(a) Terms of Reference of the CEO: The word “acts” be changed to “**may act**”

MOTION: Moved by Christin Miller and seconded by Jane Donnelly that Board By-law BY-03: Terms of Reference of the Officers be amended as indicated above in order to change term of chair and vice-chair from 4 years to 2 years and allow another member to take over the position of secretary. *Carried.*

– **Election** of Chair and Vice-Chair, Secretary and Treasurer

Positon of Chair: Moved by Andrew Evans and seconded by Margaret Maloney that Lynda Janney be voted Chair of the RPL Board for a term of 2 years. *Carried.*

Positon of Vice Chair: Moved by Jane Donnelly and seconded by Heather Dale that Margaret Maloney be voted Vice Chair of the RPL Board for a term of 2 years. *Carried*

Positon of Secretary: Moved by Jane Donnelly and seconded by Christin Miller that Heather Dale be voted Secretary of the RPL Board. *Carried*

Positon of Treasurer: Moved by Heather Dale and seconded by Christin Miller that the CEO continue as treasurer of the RPL Board, as per Board By-law BY-03. *Carried*

– Review of Town Bylaw concerning RPL

- Reviewed and discussed current Town of Renfrew By-law governing the Renfrew Public Library. Two issues were noted and it was suggested that a request to review the by-law be sent to Council for consideration. The two items are as follows:

- ❖ Corporation of the Town of Renfrew By-Law No. 2-98 (10): Under the Public Libraries Act, the Board must meet a minimum of 10 times per calendar year.
- ❖ Corporation of the Town of Renfrew By-Law No. 2-98 (11): The Board elects a Chair, Vice Chair and Secretary every 2 years. The CEO acts as Treasurer of the Board.

– Upcoming Policy Reviews: Health and Safety and Donations

- Several policies will be reviewed and updated in 2019. The March meeting will cover H&S policies and the Donations policy.

8. Closed Session – Pursuant to 16.1 4(b) of the Ontario Public Libraries Act, R.S.O 1990 ~ personal matters about an identifiable individual.

- More specifically to update the status of a received public complaint

MOTION: Moved by Andrew Evans and seconded by Margaret Maloney that the Board enter into a closed session at 5:44pm. *Carried.*

MOTION: Moved by Andrew Evans and seconded by Heather Dale that the Board come out of closed session at 5:53pm. *Carried.*

- The issue has now been resolved.

9. Next Meeting – March 19, 2019

10. Adjournment at 5:56pm