

## MEETING OF THE RENFREW PUBLIC LIBRARY BOARD

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

### MINUTES

#### 1. Welcome and Roll Call

*Members Present:* Lynda Janney (Chair), Margaret Maloney, Donna Clark, Jane Donnelly, Christin Miller, Kelly Thompson (CEO), Heather Dale

*Regrets:* Andrew Evan (Councillor)

*Guests:* Susan Tough

#### 2. Consensus Agenda

- The Agenda
- Minutes of the Renfrew Public Library Board Meeting from February 19, 2019
- CEO/Library Activity Report of Feb/Mar 2019
  - It was explained that deleting of patrons who were not active within the past 2 years - numbers are now accurate
- Monthly statistics Feb 2019 and Google stats

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

#### 3. Conflict of Interest N/A

#### 4. Financial Statement

- Monthly financial statement for Feb 2019
  - Budget has still not been entered in by the Town, Kelly is waiting on update
  - Some larger one time items have already been spent (SOLS overdrive), none of the numbers look out of the ordinary to Kelly since we can't compare to the percentage of budget spent

**MOTION:** Moved by Heather Dale and seconded by Donna Clark that the Financial Statement for February 2019 be accepted. Carried.

#### 5. Business Arising from the Minutes

- Presentation to council - suggested to do it in May
  - Clerk said any date should work

- 2019 work plan
  - Staff meeting is Thursday, and CEO wants staff input, so final pushed to next meeting.
- Update on program building agenda for 2019
  - Architect is on holidays, but he indicated he still wants to be part of the project.

## 6. New Business

—Presentation from Susan T. and Kelly re: OLA Super Conference 2019

Susan's takeaways:

- Susan's first opportunity to participate.
- Main message taken away was the power of public libraries in the community.
- Kelly and Susan's presentation was very well received and well attended.
- Fundraising - communication and building relationships with donors is crucial to the mission.

Kelly's takeaways:

- Privacy Please (full PowerPoint presentations are available to share with others, where Kelly has her information for her presentation)
- Open for All (role libraries are playing in the loneliness - removing barriers, staff training)
- Serving the LGBTQ+ (not calling yourself an ally if you refer to "those people", stop labelling your collections)
- Hard look in the Mirror (reflecting the role of the library - healthy portfolio of the library - needs based role of the library - safe spot for seniors in smaller groups to reduce social isolation)
- Guide to the homelessness (homeless community taking over the library, how to better deal with the homeless community/conflict/ mental health issues)
- OPLA Meeting - Kelly is the liaison with the community lead - (Golden Lake has a friendship center, Kelly to reach out to the them to build a connection)

— Review/approval of Prevention of Violence in the Workplace and Workplace Harassment and Discrimination, and Safety Security and emergencies

- Safety Security and Emergency - read, reviewed, no changes

***MOTION:** Moved by Jane Donnelly and seconded by Margaret Maloney that the policy Safety, Security and Emergency be accepted as presented. Carried.*

- Violence in the Workplace - read, reviewed, no changes

**MOTION:** Moved by Heather Dale and seconded by Christin Miller that the policy Violence in the Workplace be accepted as presented. Carried.

- Kelly is working on an emergency response plan

—Staff Training

1. Get all the staff trained in the homeless training for 259.00 CAD for everyone (online, three hours, access for 1 year)
2. Mental Health first aid training - would like to do it all together, it would take two days - would need to close the library for 2 days (back to back 2 days). Training is certified by mental health first aid of canada - Shelley McCaffrey. If book before April 30th, \$100/person - Thursday and Fridays are more quiet

**MOTION:** Moved by Jane Donnelly and seconded by Donna Clark that library close for 2 days in June to allow staff to be trained in mental health first aid. Carried.

—Jane Donnelly informed the Board the University Women's Club will be holding a Tea on Saturday September 21st (1-3PM) and some of the proceeds will go towards RPL! Cost \$10/person and CEO indicated RPL is happy to sell the tickets at the library.

**7. Next Meeting - April 16, 2019**

**8. Adjournment @ 6:04 pm**