

MINUTES THE RENFREW PUBLIC LIBRARY BOARD

Date & Time: May 26th, 2020 at 5pm
Location: Virtual Meeting via Zoom

1. WELCOME AND ROLL CALL

Members Present: Margaret Maloney, Jane Donnelly, Donna Clark, Kelly Thompson (CEO), Heather Dale, Christin Miller, Tom Sidney (Councillor), Andrew Evans (Councillor)

Regrets: N/A

Guests: N/A

2. CONSENSUS AGENDA

The Agenda

- Addition of Hotspots under *New Business*

Minutes of the Renfrew Public Library Board Meeting from April 21st, 2020

- March meeting was closed, so will be approved next closed section

CEO/Library Activity Report of Apr/May 2020

- CIRA final report done
- CIRA reviewed report and responded thanking Kelly for her honesty in what the project involved and the issues that arose

Monthly statistics Apr 2020

- Nice to see online resources being used so much
- Library is still being used despite building being closed
- Realized renewals are not being shown as check outs, so numbers may be updated next month

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

3. CONFLICT OF INTEREST N/A

4. FINANCIAL STATEMENT

Monthly financial statement April 2020

- Jane noticed the numbers don't add up month to month in the Capital expenses from March + April didn't add up properly (and maybe January/February)

- Kelly said audit hasn't been done yet, so some funds still need to be allocated and reallocated to various accounts
- \$4000 difference in total

MOTION: Moved by Andrew Evans and seconded by Christin Miller that the Financial Statement for April be accepted. Carried.

5. BUSINESS ARISING FROM THE MINUTES

Update on phase 1 opening and looking ahead to possible phase 2

- Curbside is going very well
- All the spots quickly filled during first week of service
- Procedures was passed by Town's emergency control group
- Patrons are very excited and very thankful
- Pick up times are working well
- Kelly attended meeting with CULC (Canadian Urban Libraries Council) re: tool has created with advice on how to open safely
 - Recommend triaging your services to target the most vulnerable
 - Screen sharing for tech help - we have started doing it already
 - We are doing what a lot of larger libraries are already doing
 - Kelly would like to make a plan, talk with staff, and bring to the board before phase 2 starts so can get started as soon as possible
- We are ahead of the game as many libraries are not starting curbside until June

Update on discussions with neighboring municipalities

- Email sent out to Horton CAO for update re: whether agreement still a fiscal possibility. Response was still interested and budget being passed shortly.
- Direction from Ministry, agreement should not to be based on usage - flat rate or per household
- Need to address how to reimburse those who have already paid
- Since library closure due to Covid, non-members have been told they can pay later

Hotspot Policy

- Would like feedback re: circulation of Wi-Fi hotspots
- Kelly has asked them to be recalled from patrons who have had them since February
- Loan period is supposed to be 10 days, but several patrons are quite upset, and would like to renew immediately which is not fair to rest of community
- Suggesting be a 7-day break in between loans to give others access
- Cost question - all covered by CIRA for the next 2 years - Kelly looking for a way to get it worked into the budget once the grant runs out
- Kelly to amend the policy that was already approved and send it out to everyone

6. NEW BUSINESS

Correspondence re: UCW

- Kelly had applied for a grant, didn't get it, but they were impressed by her submission
- Only one award that went to an Indigenous learning centre in BC

Update on trustee meeting: COVID 19 - Next steps for library boards

- Update from Jane, email sent out right before the meeting to look over later
- May need to revisit our existing strategic plan
- Important to maintain strong links with our local municipal partners
- Create more links with local organization – RPL is currently doing this
- Reiterated again about grants that might be coming with new stimulus funding, so have smaller projects “shovel-ready”
- Discussed how will libraries change for what needs to become the new normal for the next 2-3 years
- RPL is already on the right track
- Kelly mentioned need to replace cloths chairs prior to reopening, and to look more closely at spacing issues and computers
- Plexiglass was already ordered and should be set up by the end of the month

Renters in Program Building

- BIA held meeting in the program/Chamber building
- Kelly contacted Chamber to ask them to advise of any meetings as building is still closed to the public and library staff have been working in there

7. NEXT MEETING – June 16th, 2020

- The June meeting will be the last one until September unless guidance is needed on further opening during Phase 2 or 3

8. ADJOURNMENT @ 5:46 PM

MOTION: Councillor Evans motioned to adjourn.