

MINUTES OF THE RENFREW PUBLIC LIBRARY BOARD

Date & Time: November 19th, 2019 at 5pm
Location: Renfrew Public Library Program Building

1. Welcome and Roll Call

Members Present: Margaret Maloney, Donna Clark, Jane Donnelly, Kelly Thompson (CEO),
Heather Dale
Regrets: Christin Miller, Andrew Evans
Guests: N/A

2. Consensus Agenda

A. The Agenda

B. Minutes of the Renfrew Public Library Board Meeting from October 15th, 2019

C. CEO/Library Activity Report of Oct/Nov 2019

- Christin had her first tag-along visit to Quail Creek with Maggie
- *All Hands on Tech* - Dot and Dash are two of our new robots. We will be purchasing tech that teaches little ones coding without screen time. Little Bits and circuits will also be integrated into program
- *BIA Freaky Friday* was insane! Estimating 650 kids (handed out stickers/little notepads). Was great to be visible that evening. Next year, will order extra at summer reading program stickers etc. (when deals are available) for Halloween
- Thanks to Kent Tubman from Tubman Marketing, for including the library on bookmarks designed to promote Rotary. We have been handing them out to patrons.
- Programmers are meeting monthly to plan together for booklet and encourage better communication
- Bag sales are going well and going to do up some bags for Christmas
- Angels for tree are all gone, getting more (possibly tonight), patrons asking for more
- Food for Fines for whole month of December
- Starting to go to the Food Bank Thursday with hotspot and Chromebook support

D. Monthly statistics Oct 2019

- Database usage (970), seems high, so EBSCO has been contacted for clarification
- Added to online magazines to try to increase usage of online magazines (including Craft Beer magazine, Fitness, Field and Stream, etc.). Also changed location on the website in order to people to see them better
- Bake and book sale went well, but needs to be run differently next year

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

3. Conflict of Interest N/A

4. Financial Statement

A. Monthly financial statement October 2019

- Received the operating grant for 2019 from the province (\$16,720)
- Will be reimbursed 100% of interlibrary loan postage charges from January – June. June - end of year will be a percentage (won't know until January 6th)
- Library spent approximately \$195 on ILL postage between July – September
- Most of the grant monies have been moved from the Library account to the Town account; including CIRA (hotspots and Chromebook grant) and Accessibility grant
- Miscellaneous category: Revenue in there to offset costs that don't fit into other categories. Kelly to clean up by the end of the year and put in correct GL lines if needed

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

B. Municipal budget draft review

- Looked at it with the thought of a 2% increase
- Broke down into staffing and operating
- CUPE negotiations will be happening in 2020 as contract
- Included extra hours for programmer
- Discussed possible reductions, etc.
- One issue is the library has no IT plan, or adequate funds for purchase/repair of technology. Also in need of an equipment audit to see where everything stands
- Name changes to GL account lines, as well as combining lines were suggested by CEO
- Suggested new line for “capital expenditures under \$5,000” as there is currently no room for any type of replacements (i.e. purchase of new chairs, etc.)
- Capital expenditures for town need be over \$5000
- Identified areas of possible savings; discussed options

MOTION: *Moved by Jane Donnelly and seconded by Donna Clark that the proposed 2020 budget be accepted as amended to reflect a 2% increase in operations. Carried.*

5. Business Arising from the Minutes

- A. Update on contracts with neighboring municipalities
- B. Update on washroom renovation project
 - Plans were sent to Chief Building Official
 - Site visit put off until after hunting season
 - 2 contractors showed up to the site visit
 - Only one bid was received way out of the library's budget range
- C. Update on board recruitment
 - Applications are due November 22nd
 - Was in the Renfrew Mercury
- D. Review and acceptance of updated job descriptions
 - Heather suggested edits to the current documents

6. New Business

- A. Hotspots and Chromebook policy review and acceptance
 - No printers included yet
 - Haven't gone out yet, need policy

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

- B. Update on TAG initiative Update on TAG initiative
 - Two teens showed up
 - One head of school council of St. Joseph's High School
- C. School councils
 - Reached out to Queen Elizabeth (they responded positively), and other schools
 - Susan Klinck already goes to Central
- D. Trustee Meeting Overview
 - Jane went to Pembroke
 - Stayed for the round table

- Interesting to touch base with other libraries
- Deep River and Eganville looking for CEOs

7. Next Meeting – December 17th, 2019

8. Adjournment at 6:37 PM motioned by Jane Donnelly