

## MINUTES OF THE RENFREW PUBLIC LIBRARY BOARD MEETING

Date & Time: October 15th, 2019 at 5pm  
Location: Renfrew Public Library Program Room

### 1. Welcome and Roll Call

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

*Regrets:* Andrew Evans (Councillor)

*Guests:* N/A

### 2. Consensus Agenda

A. The Agenda

B. Minutes of the Renfrew Public Library Board Meeting from September 17<sup>th</sup>, 2019

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

- Kelly talked about the LBRR conference, as she was part of the steering committee
- The conference was a huge success and much positive feedback was received. The idea is that it will be hosted in Renfrew within the next couple of years.
- Library week – includes annual Bake'n'Book Sale
- Tote bags were just purchased from an Ontario company. Maggie will use the Cricut vinyl cutter to add the library logo, etc.
- Maggie's idea – to bring along a volunteer (Christin) for the visits to Quail Creek and the Bonnechere Manor as part of the library's efforts to combat social interaction/isolation
- Kelly would like to have a mental health professional visit the library to help with the stigma of mental health (drop in, make an appointment)
- Calligraphy information session was a huge success
- Kelly will be setting up the CanadaHelps website for Giving Tuesday (Tuesday after American Thanksgiving)
- Attended meeting to discuss local efficiencies with surrounding municipalities from recreation, municipalities and economic development. Structure of the county was spoken about. Good feedback from McNab/Braeside and Admaston/Bromley about patrons using the library

D. Monthly statistics Sept 2019

**MOTION:** *Moved by Christin Miller 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 September 2019

- Next month there will be a huge difference - Kelly moved \$45,000 to the Town
- First Rogers' bill will be coming out for hotspots
- Next month we will see more accurate numbers, and most of the budget being spent

**MOTION:** *Moved by Heather Dale and seconded by Jane Donnelley that the Financial Statement for September be accepted. Carried*

##### B. Municipal budget preliminary discussion

- The Town treasurer is working on preliminary budget for all town departments
- Capital budget will be put together and sent out to the board members

#### 5. Business Arising from the Minutes

##### A. Update on contracts with neighboring municipalities

- Mayor Eady has yet to comment on proposal for Horton

##### B. Update on washroom renovation project

- 2nd contractor came back with a quote for drawings
- Will cost \$6600 for drawings
- We are running out of time for the grant, so will go ahead and approve the quote
- Hopefully ad will be ready for Oct 21st, and sent out for tender
- Need be a quick turn around as project must be completed by January 31<sup>st</sup>, 2020

##### C. Update on board recruitment

- Ad will be going out shortly and will be in the Mercury and on social media

##### D. Update on job descriptions

- Not quite complete
- Reviewing what is in the manual and policy
- All public service technician positions reviewed
- Job descriptions contain subsections specific to individual roles
- There were changes made after the retirement of one of the staff this past summer

#### 6. New Business

**Meeting closes to the public** – pursuant to Ontario Public Libraries Act 16.1 – 4 (d) – a discussion regarding labour relations or employee negotiations to discuss the job evaluation process outcomes. *Entered into closed at 5:40 pm. Came out of closed at 6:07 pm.*

**MOTION:** *Moved by Heather Dale and seconded by Jane Donnelly that one or two Board members will be present at the CEO's meeting to discuss the job evaluation outcome/scoring be accepted.*  
*Carried.*

7. **Next Meeting – November 19th, 2019**
8. **Adjournment @6:11 PM - MOTION:** *Christin Miller to adjourn*