

MINUTES OF THE RENFREW PUBLIC LIBRARY BOARD

Date & Time: December 17th, 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, Christin Miller, Tom Sidney (Councillor), Andrew Evans (Councillor)

Regrets: n/a

Guests: n/a

2. Consensus Agenda

The Agenda

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

- Make edits as discussed

CEO/Library Activity Report of Nov/Dec 2019

- Thanks to Kevin Hill and the Rec staff for getting the washroom project done
- Inventory is going well; several collections completed
- Programs are going well - traditional holiday evening was a great night and the RCI drama students who participated were wonderful!
- Christin noted that many were grateful washrooms were open
- Partnership with RVH tree lighting will hopefully continue next year
- Some 100 hot chocolates were served during the Santa Claus parade
- Bonjour Bibliotheque was hugely popular

Monthly statistics November 2019

- Kelly contacted head of the Federation of Ontario Public Libraries regarding how their statistics do not accurately reflect circulation in small communities as contracting populations are not reflected in the population/circulation stats, so not a true representation of what the library is doing
- Hoping to do a library card drive in early 2020
- Number circulation is down, but numbers don't reflect how steady business is (i.e. 20 minutes spent with one client answering questions and dining materials). Christin has been volunteering in the library and agreed that it is always steady
- Still looking for a way to track the wireless

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

3. Conflict of Interest N/A

4. Financial Statement

- Monthly financial statement November 2019
- Jane asked about provincial government grant. It has been received and will be reflected in December statement
- December is a big month, so will likely not come in much under budget
- Jane asked about the \$22 000 under revenues – Kelly indicated it consists of funds from the Summer Student grant and the Accessibility Grant
- Christin asked about the cost of the mailing the books for interlibrary loans. Kelly indicated that a line has been put in next year's budget to cover it.
- Kelly would like to open back up the interlibrary loan instead of limiting next year

MOTION: Moved by Donna Clark and seconded by Christin Miller that the Financial Statement for November be accepted. Carried.

5. Business Arising from the Minutes

Update on contracts with neighboring municipalities

- No update from acting Chair, Margaret. Mayor Eady was provided with a hard copy of the proposal. T. Sidney suggested that the library CEO reach out to Horton CAO re: a possible meeting to discuss the services a library offers
- It should be noted that many non-residents, including Horton residents are not submitting their receipts to their municipalities for reimbursement
- Tom asked if Kelly has done a presentation to Horton council (she has in the past)
- Discussion about the term "library" and that the traditional name may not be reflecting all that the library does – perhaps "resource center" is a better term

Update on washroom renovation project

- It has been contracted internally by Kevin Hill acting as the general contractor
- Demo is complete. Framing, plumbing, electrical, spray foam and drywall also complete. Kevin is aiming to have project should be completely finished by January 15th
- Grant allowed until the end of January, 2020 for completion

Update on board recruitment

- Welcome to Tom Sidney who is the new board member and second Council representative
- Kelly to look at board bylaws to ensure they reflect current situation and will bring any changes required to the January, 2020 meeting

Review and acceptance of updated job descriptions

- Motion needed from last month's approval of job descriptions

MOTION: Moved by Jane Donnelly and seconded by Donna Clark that the updated job descriptions be accepted. Carried.

6. New Business

Changes to Public Libraries Act

- **Bill 132:**
 - Canadian permanent members can now be board members
 - Originally proposed to drop mandatory board meetings from 10 to 4 a year, but libraries fought this and minimum of 7 meetings are now required
- **Bill 108**
 - Municipalities no longer mandated to include public libraries in development charges by-laws
 - Apparently some sort of "Community Benefits Charge" will be used for soft services such as libraries
 - This may be a big hit to a lot of libraries
- The ministry governing public libraries has been renamed and as of Jan 1, 2020 will be the Ministry of Heritage, Tourism and Culture (taken out sport)

Setting board meeting dates for 2020

- January needs to be an election month
- Day and time / frequency will be discussed at next meeting

Other discussions

- Andrew started a discussion regarding the Chromebooks and Hotspots and how to recoup the loss if they go missing. Kelly indicated there are already some safeguards in place.
- Christin brought up the garden. Christen offered to spearhead a friendship garden if there are no plans for the town to follow-through with the design. It was also noted that the outdoor plug has not worked since the front was dug up.
- Library program building was also discussed. Kelly is getting quotes for architectural designs and hopes to apply for funding to cover the costs of the design work.

7. Next Meeting – January 21st, 2019

8. Adjournment @ 6:07 PM MOTION: Christin Miller to adjourn