

RENFREW PUBLIC LIBRARY BOARD MINUTES

Date & Time: September 17th, 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, Andrew Evan (Councillor)
Regrets: n/a
Guests: n/a

2. Consensus Agenda

- The Agenda
- Minutes of the Renfrew Public Library Board Meeting from June 11, 2019
- CEO/Library Activity Report of Summer 2019
- Monthly statistics June-July-August 2019

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

3. Conflict of Interest N/A

4. Financials

- Monthly financial statement for June, July and August 2019
 - Kelly is monitoring expenditures
 - One line to consider for next year's budget is hardware as currently no enough available to purchase one computer
 - Service calls for computers is minimum \$85 each time, so need to consider better technology planning
 - Other supplies - category may be gone next year, and just combined together with other supply lines
 - Insurance is planning ahead for when an increase happens

MOTION: Moved by Andrew Evan and seconded by Christin Miller that the Financial Statements for June, July and August be accepted. Carried.

- Municipal budget preliminary discussion
 - Starting talks earlier
 - CEO to put together a preliminary budget before next meeting for feedback

- Staffing is already being discussed and more hours will be requested for programming and outreach
- Main operating budget - tech line would like a technology plan to better plan for years to come especially as service calls for computers is minimum \$85 each time
- Audit
 - Amended Aug 13th
 - Previous years are kept in CEO's office if people would like to read
- Charitable return
 - Cannot complete a charitable return until the audit is done even though it is due in January
 - This year's return is complete, so RPL's charitable number is still valid
 - Might want to look at having it done professionally, with the price of approx. \$750 in future years' budget

5. Business Arising from the Minutes

- Contracts with neighboring municipalities
 - CEO restructured her approach to coming a fair amount
 - Numbers in report are from active Horton members 2018 (there are more members, but wanted concrete numbers)
 - 7% of Horton uses the library currently (201 people)
 - In 1999, 750 members were using the library
 - Andrew suggested to offer the two choices, let them choose one
 - Renfrew Mayor would like to be included in discussions
 - There is a long history between the library and Horton Twp as CEO found paperwork dating back to 1999
 - In 2015, offer was put on the table but not brought to Horton council
 - CEO agrees with Board to put forward two offers and will amend the document for presentation to the municipality

MOTION: *Moved by Christin Miller and seconded by Heather Dale that we amend the information to a proposal for Horton Council be accepted. Carried.*

- Washroom renovation project
 - CEO was not getting responses from contractors
 - CEO wrote the proposal herself, but was then informed she needs drawings before proceeding. Kevin agreed that drawings are needed, but people he sent her to were not available
 - Kevin contacted an engineer who is coming to the library to provide a second estimate on Thursday
 - Bathroom needs to be completed by January 2020 in accordance with the grant

- No one from the town can do the drawings
- Possible loss of \$20 000 if this project is not completed on time
- Town put in \$11 000 for this project
- Drawings are holding up the project

6. New Business

- Process of board recruitment
 - Talked to Town Clerk and was advised to advertise for a new board member to fill vacancy
- Updated job descriptions
 - Job reviews are being conducted by the Town and as part of this process and due to staffing change at RPL, job descriptions were modified/updated to reflect current tasks.
 - Edited descriptions will be brought forward next month for Board review
- Discussion about library programming changes
 - More holistic approach to programming
 - CEO has been looking at other libraries on how this do this
 - 2 or 3 times a year, would like to publish a programming update for the coming months that would include ALL library programs (children's, teens, tweens, adult and seniors)
 - Need to ensure all departments are working together
 - January 2020 is the goal for a booklet release, with others going live in spring/summer, and fall
- Miscellaneous library updates
 - Needle with drugs found under the stairs and dealt with by the police, they came and got it
 - Cleaning staff asked to do a sweep every morning
 - New security system is coming
- New interac machine
 - Kelly needs to write a policy, would like a minimum charge of \$5
 - Can be used for the big book sale, and company will send her an extra wireless terminal
- Hot spots project
 - Showed device

- Can be turned off remotely if not returned
- Purchased 10
- Would like to keep 5 reserved for students
- Chromebooks are not in yet but are ordered
- Would like to have program in place by October 1st
- Needs to have cell phone access in order to work

— Inventory

- Audio books are done
- On track to be done by January

— Other building issues

- Door is being done by a volunteer
- Pricing for lights on edging replaced - \$800 for machine to get here, plus rec department to do work
- Action item - Andrew to check in on landscaping original plan for Raglan onto Railway
- Safety light needs to be moved from behind the pole, safety light upstairs is gone, needs to be replaced

7. Next Meeting – October 15th, 2019

8. Adjournment @ 6:03 pm.