

MEETING OF THE RENFREW PUBLIC LIBRARY BOARD

Date & Time: May 16th, 2017 at 5pm
Location: Renfrew Public Library Program Room

MINUTES

1. Welcome and Roll Call

Members Present: Lynda Janney – Chair, Donna Clark, Margaret Maloney, Kate Windle – Councillor, Bill Mooney, Jane Donnelly and Kelly Thompson – CEO

Regrets: Andrew Evans - Councillor

2. Consensus Agenda

- The Agenda
- Minutes of the Renfrew Public Library Board Meeting of April 18th, 2017
- CEO/Library Activity Report of April/May 2017
 - Board is thrilled the library will be hiring two summer students this year thanks to the Canada Summer Jobs grant.
- Monthly statistics

MOTION: Moved D. Clark and seconded by M. Maloney that the Consensus Agenda be accepted. Carried.

3. Conflict of Interest – N/A

4. Financial Statement

- Monthly financial statement
 - Discussion evolved around several of the budget lines

MOTION: Moved by J. Donnelly and seconded by K. Windle that the Financial Statement be accepted. Carried.

6. Business Arising from the Minutes

- Board evaluation

- Chair reviewed some of the roles/responsibilities of the Board
 - Discussed how roles between the Board/CEO can easily become blurred if roles and responsibilities are not clearly defined
 - Discussed how the library attempts not to duplicate services available elsewhere
 - Discussed need to look into a Succession Policy
 - Discussed using portfolio method to aid with evaluation of CEO – this would contain personal highlights, positive initiatives or interactions
 - Overall, the Board viewed their performance to be very good to excellent. The board chair was also commended for her leadership.
- CEO evaluation – Board entered into **CLOSED SESSION** at 5:29pm– **This portion of the meeting will be closed pursuant to the Public Libraries Act, 16.1 (4)(b), personal matters about an identifiable individual**
- Members reviewed the CEO evaluation survey results 2017. Members provided input, comments of clarification, etc.
 - Chair will review the results with the CEO on a one-to-one basis
 - The Board came out of the closed session at 5:50pm
- Council presentation update
- The Board Chair and the CEO presented to Council on May 9th
 - Chair discussed outcome based evaluations and how it was fitting well with the strategic directions
 - CEO reviewed the 2016 Annual Report to the Community and items on the agenda for 2017 at the library
 - Very positive feedback was received from the Mayor and Council
- Security cameras update
- Discussion around whether security cameras will be effective for the outside of the library
 - CEO indicated that from discussions with others, the impression is that they are not overly effective
- ACTION ITEM:** CEO is to proceed with obtaining a quote

- Municipal partnership update
 - No response has been received from a letter sent to the Mayor of Greater Madawaska via email
- Trustee Council Report
 - The Chair passed out documents to members, including “The Ontario Culture Strategy” and “Towards More Effective Public Libraries in the Context of the New Ontario Culture Strategy”
 - The Chair also briefed members on items discussed during the Roundtable portion of the Trustee Council meeting

7. New Business

- Annual Institute on the Library as Place conference
 - CEO requested permission to attend this 2-day conference in July. Permission was granted by all members present.
- Criminal checks
 - All staff must have a criminal record check on file. This includes vulnerable sector check. The Library will pay for any staff that does not have one. Any new hires must present a criminal record check before starting work.
- Program Building and Elevator – **Due to time restraints this item was tabled until the June meeting**
- Board Governance Policies - **Due to time restraints this item was tabled until the June meeting**

8. Next Meeting – June 20th, 2017 at 5pm * Please note there are NO Board Meetings in July or August

9. Adjournment @ 6:28pm