

## MEETING OF THE RENFREW PUBLIC LIBRARY BOARD

Date & Time: April 18<sup>th</sup>, 2017 at 5pm  
Location: Renfrew Public Library Program Room

### MINUTES

#### 1. Welcome and Roll Call

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

Regrets: Andrew Evans, Margaret Maloney

#### 2. Consensus Agenda

- The Agenda
- Minutes of the Renfrew Public Library Board Meeting of March 21<sup>st</sup>, 2017
- CEO/Library Activity Report of March/April 2017
- Monthly statistics \* *Please note that the library was closed for 4 days which affected monthly statistics*

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

#### 3. Conflict of Interest

#### 4. Financial Statement

- Monthly financial statement –
  - The CEO neglected to send the March financial statement in the Board package, so a copy was passed out and reviewed at the meeting. A digital copy was also sent to all members.

**MOTION:** *Moved Jane and seconded by Kate that the Financial Statement for March 2017 be accepted as presented. Carried.*

- 2017 Budget Figures – There was discussion about discrepancy between some of the budget figures presented in the Budget synopsis, versus those in the financial statement. **Action item:** Kelly will look into this and report back.
- 2016 Final Figures were reviewed.

## **6. Business Arising from the Minutes**

- Board's 2016 Annual Report for review and approval
  - The 2016 Annual Report was reviewed and discussed.

**MOTION: Moved Donna and seconded by Jane that the Renfrew Public Library's 2016 Annual Report to the Community be accepted as presented. Carried.**

- Presentation to Council May 9<sup>th</sup>
  - Lynda and Kelly will present a synopsis of the Library during 2016
- Update on production
  - Due to several issues such as time required and a medical issue, the production has been pushed off for several months. Kate will continue to update the Board.
- Update on trustee council meeting
  - Reminder that the Trustee Council meeting will be happening this Saturday, April 22<sup>nd</sup> in the Library's program room. The agenda is available online through the SOLS website

***\*Due to time restraints and another meeting being held at the Town Hall the following items were put off until the May 16<sup>th</sup> meeting:***

- *Board evaluation*
- *CEO evaluation – CLOSED SESSION – This portion of the meeting will be closed pursuant to the Public Libraries Act, 16.1 (4)(b), personal matters about an identifiable individual*

## 7. New Business

- UPDATE – Newsletter
  - The Library’s newsletter Cover to Cover is now available via the library’s website, or by providing your email and indicating your wish to subscribe. This will be a monthly undertaking.
- Library Windows
  - Unfortunately, the frames on the outside of our new basement windows have been somewhat vandalized. There are marks and dents where they have been kicked. The contractors who put in the windows have repaired the damage. The Board has asked the CEO to look into placing cameras outside the building. **Action item:** Kelly will get an estimate and report back.
- Possible Municipal partnership
  - It was brought to the Board’s attention that a local municipality may be interested in entering into a service agreement with the Library to provide library service to their constituents. The Board discussed it at length, and decided that at this time, the Library’s main responsibility is to the residents of Renfrew. Non-resident memberships are available to anyone living outside of the Town for \$45/year. Student and children cards remain free. Anyone is welcome to attend programs and use services in-library without a card. **Action item:** Kelly will draft a letter for the requesting municipality.

## 8. Next Meeting – May 16<sup>th</sup>, 2017 at 5pm

## 9. Adjournment at 6:16pm