

MEETING OF THE RENFREW PUBLIC LIBRARY BOARD

Date & Time: January 17th, 2017 at 5pm
Location: Renfrew Public Library Program Room

MINUTES

1. Welcome and Roll Call

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

2. Consensus Agenda

- The Agenda
- Minutes of the Renfrew Public Library Board Meeting of December 5th, 2016
- CEO/Library Activity Report of December 2016/January 2017
 - The OLA Conference dates were incorrect and should read Feb. 1st-4th, 2017
 - A request was made to verify the figures presented in the Children’s Department section of the report
- Monthly statistics

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

3. Conflict of Interest N/A

4. Financial Statement

- Monthly financial statement
 - Discussion about final budget figures for 2016

MOTION: Moved Andrew and seconded by Donna that the Financial Statement for December 2016 be accepted. Carried.

6. Business Arising from the Minutes

- Outcome based evaluations: Finalize outcomes for strategic direction #3
 - Much discussion revolved around ideas and outcomes for this strategic direction
 - Board members decided on the following items:
 1. Review of space.
 2. Implement a goal-oriented evaluation system which includes training plans.
 3. Keep up-to-date on building improvements.
 - **Action item:** Kelly to send Kate pdf copy of building assessment
- Other ideas discussed by members. Suggested that part of the work plan dealing with how to measure these ideas if implemented:
 - Zero accidents
 - On-budget overall
 - Team-based morale
 - Stakeholder satisfaction
 - Space efficiency
 - Program effectiveness
 - Quality of service
 - Liaison/partnerships
 - Comparison to other libraries
- Website
 - New site is live. Work is still being done on it by staff, but most features are working. Attempts have been made to keep it clear, uncluttered and concise.
- Further discussion of possible show/production
 - 28 minutes
 - To include Board, tour of library, interview with CEO, outreach programs, in-library programs, talking to library users

- Designing a program proposal
 - **Action item:** Kelly to connect with Richard Leavoy. Kate will send introductory email.
 - Bill suggested that the program could be partitioned to reflect strategic directions
 - No definite dates as of yet
 - Possibly month of February? Bill is away March-April
 - Andrew noted it can be used for marketing
- Further discussion of banking options
 - **Action item:** Kelly has not had an opportunity to follow-up with this, so will report to the board at the February meeting

7. New Business

- Board Vacancy
 - Lynda had discussions with both Mayor Eady and Clerk Bulmer regarding advertising for the vacancy. Notice will be in paper. The ad is also on the Town's website and the Library's page.
- Canada 150
 - Programs and displays throughout the year will attempt to be a reflection of Canada's 150
- Review of 2016 Work plan and implementation of 2017
 - **Action item:** Kelly will compile all of the outcomes decided on by the Board and will implement them into the 2017 work plan. This will be brought forward at the February meeting, along with reviewing the 2016 plan.

8. Next Meeting – February 21st, 2017 at 5pm

9. Adjournment at 6:26pm