

## MEETING OF THE RENFREW PUBLIC LIBRARY BOARD

Date & Time: March 21<sup>st</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, Margaret Maloney, Bill Mooney and Kelly Thompson – CEO  
Regrets: Andrew Evans – Councillor

#### Additions to Agenda

- Jane Donnelly was introduced and welcomed as the new member of the board
- Additions were made to agenda:
  - Trustee Council meeting
  - Closing days

#### 2. Consensus Agenda

- The Agenda
- Minutes of the Renfrew Public Library Board Meeting of February 21<sup>st</sup>, 2017
- CEO/Library Activity Report of February/March 2017
  - Discussion revolved around what determines the success of the library. CEO was asked where she sees things going in 5-10 years, what metrics are used to determine success, etc. Kelly noted that she feels all libraries are different, but should be a reflection of the needs of the community.
- Monthly statistics

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

### **3. Conflict of Interest – None declared**

### **4. Financial Statement**

- Monthly financial statement – Question about the number of budget lines. Kelly indicated that only those accounts which have been used show up in the statement.

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

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

- Board's 2016 Annual Report for review and approval
  - CEO will have her portion ready for the next Board meeting. The Chair presented a draft report of the message from the RPL Board. Recommendation was made to include top accomplishments from each of the strategic directions in 2016. Give examples or add more information. The Chair will revise and send out updated draft.
- Update on possible production/show
  - Kate needs more input, as well as a date and time to meet with CEO for a run-through with Richard as to what will be included. She would also like to include information on the program centre.

### **7. New Business**

- Trustee Council Meeting
  - A reminder email from Peggy Malcom at SOLS was sent out regarding the April 22<sup>nd</sup> Trustee Council Meeting behind hosted by our library
  - Meeting includes information from SOLS, and a round table which discusses items at the board level.
  - These meetings are held twice a year on a Saturday
  - The Board is requesting that the CEO provide a brief library tour
  - Lynda will ensure members who wish to participate are registered
- Request for further closure

- Due to some unforeseen setbacks in the re-organization of the main level, the CEO respectfully requests an extra day of closure to ensure everything is in place for a proper re-opening to the public. A “Grand Re-opening” will occur once the new furniture pieces arrive.

**MOTION: Moved by Kate and seconded by Jane that the Renfrew Public Library remain closed to the public from Monday, March 20<sup>th</sup> to Thursday, March 23<sup>rd</sup> and re-open Friday, March 24<sup>th</sup>. Carried.**

- Board evaluation – **DUE APRIL 11<sup>th</sup>**
  - the evaluations are taken from the SOLS site, so are tailored to the library setting
  - to see how the board feels it is performing
  - Donna will compile the results and at the April meeting a discussion and assessment will take place
- CEO evaluation – **DUE APRIL 11<sup>th</sup>**
  - Lynda will compile the CEO evaluations
  - A discussion will take place at the April meeting

**8. Next Meeting – April 18<sup>th</sup>, 2017 at 5pm**

**9. Adjournment at 6pm**