

MINUTES OF THE RENFREW PUBLIC LIBRARY BOARD MEETING

Date & Time: April 20th, 2021 at 5pm
Location: Virtual Meeting via Zoom

1. Welcome and Roll Call

Members Present: Margaret Maloney, Jane Donnelly, Donna Clark, Kelly Thompson (CEO), Heather Dale, Andrew Evans (Councillor)
Regrets: Tom Sidney (Councillor), Christin Miller
Guests: Tracey Stevens (Horton Rep.)

2. Consensus Agenda

- The Agenda
 - Chamber of Commerce correspondence added to New Business
- Minutes of the Renfrew Public Library Board Meeting from March 16th, 2021 meeting
 - Councillor Evans noted correction
- CEO's Library Activity Report for Mar. – Apr., 2021
 - May 6th Local Immigration Partnership (LIP) meeting. Kelly will sit on the committee once again as it is a great way to find resources for newcomers and ways for the library to support new families to the area.
 - CEO Networking meeting happening May 13th with CEOs from throughout the province
 - Successfully received Canada Summer Jobs grant to cover 270 hours for our summer student. Several applications for the student position has been received. Competition remains open until April 29th. Kelly purchased a bike trailer that will be used out in the community this summer to promote and provide access to library services.
 - Program participation has been down recently. This appears to be a trend during this lockdown, however those who have participated have been very keen.
 - 130 Take and Make kits were picked up by patrons this month...very positive!
 - Staff members will continue to make up new packages as they are going very quickly and are filling a big need in the community
 - Library is considered essential for computer and Internet access, therefore the province has allowed the building to remain open, but no browsing of collections is allowed.
 - Tracy asked if insurance is needed for student and trailer. Kelly believes this is covered under library insurance, but will check with company.
- Monthly statistics for March 2021

- Numbers are very strong
- E-resources numbers have been corrected – much more accurate

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

3. Conflict of Interest N/A

4. Financial Statement

- Monthly financial statements for **March 2021**
 - Good to see budget figures in the statements again for comparison
 - The Senior's Grant is under Provincial Grants
 - VR Equipment is recorded under New Equipment

MOTION: Moved by Margaret Maloney and seconded by Andrew Evans that the Financial Statement for March 2021 be accepted. **Carried.**

5. Business Arising from the Minutes

- Update on provincial protocols and service delivery
 - Libraries are considered essential for computer and internet use, so building remains open
 - No browsing allowed
 - Scanning, faxing, and photocopying is also allowed
 - People are able to continue to ring the doorbell if they are not comfortable coming in
 - Not adding any new services at this time, but maintaining the level of service of all the new programs/services that were added
- Update on GMPL proposal
 - One of the GMPL library board members reached out to Jane asking where the proposal originated from
 - Very general conversation, but overall, it appears the GMPL Board is not interested in moving forward
- Update on hiring of architectural project
 - Some drawings are done, but not ready for the meeting
 - Awaiting mechanical and structural plans
 - Kelly has shared the preliminary plans with the staff and will bring to Board next meeting
- Update on rebranding project
 - Nothing new to report at this time.

6. New Business

- Outreach to Horton
 - Kelly would like to explore how can we get services out to Horton a bit more effectively. She spoke with Horton CAO and asked if we could put a newsletter in their next tax bill in July. CAO was supportive and will discuss with Council. RPL will pay for the cost of copies, if they include in their mailings.
 - Potentially also extend homebound service to include Horton residents once a month.
 - Kelly would also like to go to their rec center with hotspots and Chromebooks to advertise our services, sign up new patrons, etc. We don't have the staff to run programs at new facilities, but Kelly is willing to reach out more often, and Tracey also offered to help.
 - RPL has been added to their website
- Discussed, reviewed and edited the following policies:
 - BL-2 Composition of the Board and BL-3 Terms of Reference of the Officers

MOTION: Moved by Andrew Evans and seconded by Donna Clark that the following two policies: BL-2 Composition of the Board and BL-3 Terms of Reference of the Officers be amended as discussed. **Carried.**
- Correspondence with Chamber of Commerce
 - Suggested that as a professional courtesy, the Library Board correspond officially with the Chamber re: the possibility of renovations in the coming years.
 - Kelly will draft a letter and Jane will review prior to being sent.

7. Next Meeting – May 18th via Zoom

8. Adjournment @ 6:04 pm **MOTION:** Heather Dale to adjourn