

MINUTES OF THE RENFREW PUBLIC LIBRARY BOARD MEETING

Date & Time: February 16th, 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, Christin Miller, Tom Sidney (Councillor)
Regrets: Andrew Evans (Councillor)
Guests: N/A

2. Consensus Agenda

- The Agenda
- Minutes of the Renfrew Public Library Board Meeting from January 19th, 2021 meeting
 - No comments
- CEO's Library Activity Report for Jan. – Feb. 2021
 - Issues with submitting for YCW grant, but was given extension, so all has been successfully submitted.
 - Still keeping busy, in spite of current lockdown
 - Patron feedback from a new family, "Best library service we have ever had, and we have lived in Toronto and Ottawa!"
 - Facebook Live events are going well with increased participation
 - Travel program had 20 participants
 - 30 Valentine packages from the children's department were all picked up!
- Monthly statistics for January 2021
 - Still getting new patrons
 - Curbside still being well used

MOTION: Moved by Margaret Maloney and seconded by Christin Miller that the Consensus Agenda be accepted. **Carried.**

3. Conflict of Interest N/A

4. Financial Statement

- Monthly financial statements for January 2021
 - No Comments
- Preliminary year-end 2020 figures
 - Not finalized, but as final as we will get until the audit
 - Many year-end adjustments have already been completed
 - Fundraising accounts clarified

MOTION: Moved by Margaret Maloney and seconded by Christin Miller that the Financial Statements for January 2021 be accepted. **Carried.**

5. Business Arising from the Minutes

- Update on storage room, as well as new building issues
 - Storage room is complete except for the shelves need to go back on the wall
 - 100-year-old pipe in the program room sprung a large leak. Several walls needed to be ripped out and new piping installed. Facilities staff spray foamed, and did a lot of the work as well. Carpet needs to be replaced.
 - Everything was moved to children's library for storage (hence the closure)
 - Sliding doors:
 - They heaved (tiled cracked) and died
 - May be due to lack of frost wall in the ground.
 - Flood took priority, so this is next on the list of things to do and will be a major cost repair
- Update on hiring of architectural firm and preliminary meeting
 - 2 members of Ventin Group attended preliminary meeting (architect & engineer) and are already putting ideas together. Preliminary ideas were discussed and shared with board members.
 - Next step is having engineers visit, as well as building measurements and preliminary drawings made.
 - They will be requesting input from other stakeholders
 - Still on track for October launch with drawings
 - When outline becomes available, Kelly will share
- Signing Authorities
 - Complete
 - Christin, Heather, Jane, Kelly are now all signing authorities. Two signatures are required on legal documents.
- Representation from Horton Twp.
 - Reached out to Horton CAO
 - Tracey Stevens has been invited to sit on the Board as the non-voting Horton representative and has been invited to attend the March meeting. She is keen to participate!

- Review of 2019 work plan
 - Great to see how much has been accomplished
- Review of CEO's 2021 work plan
 - Program building - some stuff is being kept, but a lot needs to still be disposed of
 - New plan for circulation desk works with ideas for future of building
 - Policy manual still needs to have a schedule of review created by Kelly

MOTION: Moved by Donna Clark and seconded by Christin Miller that the CEO's 2021 Work Plan be accepted. **Carried.**

- Greater Madawaska
 - Board members asked for update re: Greater Madawaska
 - RPL Board has not received any official correspondence
 - GMPL board member did reach out to RPL CEO asking membership questions. Kelly is only able to details such as how many RPL members reside in GM Township, but no other details can be provided.

6. New Business

- Possible Re-Branding Project
 - CEO was looking into freshening up library card design, including using an illustration from a popular Canadian children's author on the children's cards
 - May be the year to review more than just the cards and explore a complete rebranding of the library, including a new mission, vision, and logo
 - Members agreed this is the year to do it, but need a starting place.
 - CEO will look into obtaining quotes from some marketing businesses and report back to the board. The project would need to be included in the current operating budget?
- Correspondence regarding Ontario Library Service Board
 - Jane asked for volunteers to attend meetings
 - OLS Board meets only twice a year, virtually
 - Tom volunteered for the position
- Yearly Board Self-evaluation
 - Trustees felt like overall are doing a good Issues
 - Some issues were discussed including:
 - Member participation. All members are encouraged to provide input and feedback during meetings.
 - Board has taken some responsibility for recruiting new board members, but does not truly plan and actively recruit for new members.

- CEO has traditionally taken the lead on helping new board members, so this will be removed from future board evaluations
- Plan for trustee education – onus is on individual members, but a new expectation will be added asking that each member participates in a minimum of 1 webinar/training per year. CEO will share upcoming webinars, etc., that may be of interests to members.
- Most felt board meetings are interesting and enjoyable.
- Current wording of, “Board provides direction to CEO” is to be modified to “The Board provides direction by working collaboratively with the CEO to set new policies or clarify existing ones.”
- Decided to keep evaluation to an annual basis
- Much thanks to the Board Chair for ensuring the evaluation was completed.

Kelly Thompson left the meeting at 6:14 pm

7. Closed Meeting

Board enters into closed session under the Ontario Public Libraries Act, article 16.4(b), to discuss personal matters about an identifiable individual – To conduct CEO evaluation

MOTION: Moved by Margaret Maloney and seconded by Donna Clark that the Board move into closed session at 6:15 pm. ***Carried.***

- Discussed CEO evaluation

MOTION: Moved by Christin Miller and seconded by Margaret Maloney that the Board move out of closed session at 6:18 pm. ***Carried.***

8. Next Meeting – March 16th via Zoom

9. Adjournment @ 6:19 pm **MOTION:** Tom Sidney to adjourn