

## MINUTES OF THE RENFREW PUBLIC LIBRARY BOARD MEETING

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Date & Time: January 19<sup>th</sup> 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), Andrew Evans (Councillor)  
Regrets: *N/A*  
Guests: *N/A*

### 2. Consensus Agenda

- The Agenda
- Minutes of the Renfrew Public Library Board Meeting from November 17th, 2020 and November 24th meeting
  - No comments
- CEO's Library Activity Report for Nov. – Dec. 2020 and Dec. 2020 – Jan. 2021
  - Lots of bags went out at Christmas for the children' department
  - More interest in adult take and make bags as well
  - Virtual participation has really increased.
  - Curbside pick up is doing very well
  - Staff has done incredibly well at adapting, including coming up with new and innovative ways to reach out to the community
  - Facebook feeds showing new books is well-received
- Monthly statistics for Nov. 2020 and Dec. 2020
  - They look pretty healthy considering the pandemic
  - December was very strong; November saw an uptick in numbers

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

### 3. Conflict of Interest *N/A*

### 4. Financial Statement

- Monthly financial statements for Nov. 2020 and Dec. 2020
  - Under budget by 4%
  - Revenue was up a bit due to grants, and agreement with Horton Twp.
  - Memberships are increasing with each lockdown
  - Year end adjustments have not yet been completed.

**MOTION:** Moved by Heather Dale and seconded by Christin Miller that the Financial Statements for September and budget 2021 be accepted. **Carried.**

## 5. Business Arising from the Minutes

- Update on architectural drawings request to Finance
  - Presented to finance
  - Received, reviewed and discussed a draft loan agreement from Treasurer/Town of Renfrew
  - Payments may be increased payment if fundraising initiatives allow year
  - Proposed payment schedule is achievable
  - Drawings needed in order to begin the process

**MOTION:** Moved by Tom Sidney and seconded by Donna Clark that this motion authorise the Board Chair and the CEO to execute this loan agreement with the Town of Renfrew on behalf of the entire Library Board once it has been accepted by Council. **Carried.**

- Board and CEO yearly evaluation – discussion
  - Traditionally done in April, but after discussion Board decided to do CEO and Board evaluation in February
  - Chair will send documents out following Jan. meeting and requires responses back prior to February Board meeting in order to collate results.
  - Trustees may email the form to the Chair, or drop it in a sealed envelope at the library
- Signing Authorities
  - Currently have Heather Dale and Margaret Maloney
  - Needs to be updated to reflect Board elections last January (2020)
  - CEO will contact new BMO rep
- Representation from Horton Twp.
  - Currently the only way a new voting member can be added is to change composition of the Board by amending the Town by-law; Board would rather not take this route halfway through term
  - New Horton representative can join as full voting member at next municipal election, unless someone resigns
  - Until then, a representative should be invited to sit on the board, and provide input and participate in discussions

- CEO will reach out to Horton CAO to see if a resident is interested in joining the Board as a temporary, non-voting member

## 6. New Business

- Building Issue on lower level
  - There was a flood from a hot water tap left on in the janitorial room overnight
  - Helferty's was called in as soon as flood was discovered
  - So far, \$4000 has been spent, but repairs are not quite complete
  - Facilities staff will complete the rest of the repairs
  - Electrician will also need to come in for some work
  - Some flooring needs to be replaced
  - Back storage room was the hardest hit
  - Costs will be allocated to December 2020
- Discussion of annual work plan
  - Kelly's is in the editing phase of the annual work plan and will be ready to share with the Board at the February meeting
  - Will also include show the 2019 work plan to see what has been accomplished
  - CEO will also be sending out a schedule of policy reviews for 2021

## 7. Next Meeting – February 16<sup>th</sup> via Zoom

## 8. Adjournment @ 5:35 PM **MOTION:** Tom Sidney to adjourn