

## **MINUTES OF THE RENFREW PUBLIC LIBRARY BOARD MEETING**

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Date & Time: March 16<sup>th</sup>, 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: Tracey Stevens (Horton Rep.)

### **2. Consensus Agenda**

- The Agenda
- Minutes of the Renfrew Public Library Board Meeting from February 16<sup>th</sup>, 2021 meeting
- CEO's Library Activity Report for Feb. – Mar., 2021
  - Virtual Reality headsets, part of the Google expedition units (purchased from the Seniors Community Grant funding) will be coming in soon. Will be able to run programs while safely social distancing. Program will be called, "Armchair Traveler".
  - New tech toys have been purchased to help teach coding to young children. These toys teach coding without the use of screens. Maggie will be using them in her Tech Toys programs on Thursdays.
  - Kelly mentioned that a newsletter from the library will be going out in the next water bill. Hoping to do this at least twice a year. 3300 copies for estimated \$270 and will also look into dropping off at apartment buildings.
  - Lots of new programs, are many are really beginning to take off. Also noted that after RPL's Paperbag Princess program, Robert Munsch started following the RPL on Facebook!
- Monthly statistics for February 2021
  - Number of total active members are still quite high. All members who have been inactive for 2 years have been removed from the system.
  - Database number from last year is off (Flipster is aware of the issue), so the number of database uses for 2020 is too high, which shows we are closer to normal range despite Covid closures.
  - Discussion as to whether inactive patrons should be purged after 12 months, or 24 months. Suggested by T. Stevens that a report be given at the end of the year showing how many cards were inactive in the prior year, but that memberships

continue to be removed from the system after being inactive for 24 months.  
Everyone agreed to this arrangement.

**MOTION:** Moved by Tom Sidney 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 **February 2021**
  - Board would like to see budget figures included, but understand the budget has not been finalised at the Municipal level yet. Preliminary figured may be available next month.

**MOTION:** Moved by Christin Miller and seconded by Donna Clark that the Financial Statement for February 2021 be accepted. **Carried.**

### 5. Business Arising from the Minutes

- Update on building repairs
  - In the program room, walls are back in, drywall and painting is complete. Waiting on carpet to arrive and be installed.
  - Children’s library re-opened Mar. 15<sup>th</sup> thanks to the electricians who were in to reconnect the plugs, Facilities/Rec staff for putting the shelving back together, and our student, Jack, who helped to get everything back on the shelves.
  - On Friday, there appeared to be some ground water by the picture book area due to the big thaw. It dried up quickly and appears to be good.
- Update on hiring of architectural project
  - There was a second visit from the architect, as well as a mechanical engineer and a structural engineer.
  - Some basic outlines have been started and the project is underway. It is wonderful to hear about all the possibilities and the firm has been great to deal with thus far.
  - Well on track, as per their initial estimated timeline.
- Update on rebranding project
  - CEO reached out to several graphic designers in the area.
  - Discussed various options available for the project.
  - Board decided to hire Sweeney Curations for the project

**MOTION:** Moved by Tom Sidney and seconded by Christin Miller that the Board contract Sweeney Curations for the library’s rebranding project. **Carried.**

## 6. New Business

- 2020 Annual Report to the Community
  - Seemed very comprehensive
  - Board requested that headshots of staff members be included, so Kelly will edit.
- Discussed, reviewed and edited the following policies:
  - BL-1 Statement of Authority, BL-4 Powers and Duties of the Board, BL-5 Meetings of the Board

**MOTION:** Moved by Andrew Evans and seconded by Donna Clark that the following three policies: BL-1 Statement of Authority, BL-4 Powers and Duties of the Board, and BL-5 Meetings of the Board be amended as discussed. **Carried.**

## 7. Next Meeting – April 20<sup>th</sup>, in-person, or via Zoom

## 8. Adjournment @ 5:55 pm **MOTION:** Tom Sidney to adjourn