

## MINUTES OF THE RENFREW PUBLIC LIBRARY BOARD MEETING

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Date & Time: November 17<sup>th</sup>, 2020 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
- CEO/Library Activity Report of Oct-Nov 2020
  - \$3000 from the Pat Morris Grant to be used for the creativity kits for adults (Well done, Susan Tough!)
  - Provincial database has been ordered for those to build their own business plans and will be available Jan 2021
  - Trying to help connect people to small businesses
  - January will see increase of opening hours to regular closing times. One hour in the morning will still remain closed for quarantine of books
  - Saturday Book Sale is going well
  - All angels from the Angel Tree are gone except one, getting 5 more from FCS
  - D&D teens are doing super well - parents are very happy
  - Pumpkin display was very cool - would like to repeat next year
  - Senior activity kids - Maggie made 20 and they are all gone. Quail Creek residents and homebound patrons enjoyed them.
- Monthly statistics for October 2020
  - Physical material circulation is still down from 2019, but we are holding strong
  - Impressive that RPL held 10 programs with 149 participants!

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

- Minutes of the Centennial Planning Sub-Committee Meeting from October 29<sup>th</sup>, 2020 (received as information)

### 3. Conflict of Interest N/A

### 4. Financial Statement

- Monthly financial statement for September 2020
  - 2020 Internet costs will be covered by SOLS. Cheque will be issued in January 2021
  - Money comes out in the audit, number will be adjusted to truly reflect the financial year
- Budget Approval
  - Although currently looking like we may be under budget, for current year this number may change
  - Covid related expenses have been tracked separately and haven't been part of the budget

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

### 5. Business Arising from the Minutes

- Update on presentation to Renfrew Town Council and Greater Madawaska Public Library Board
  - Met with Renfrew Council Tuesday night - very supportive and in favour with the agreement
  - Jane and Kelly presented to GMPL on Thursday
  - GMPL will meet and come back with any issues
  - Kelly will work with GM to draft an agreement that will be brought to the RPL Board for approval
  - One issue that came up was their representative on the board, and their individual needs
- Update on discussion re: 100<sup>th</sup> Anniversary of the Library Building, including discussion re: from architectural drawings
  - Historical building walks, incorporating a proposal to update to the program building
  - An event every second month
  - Focus on October as it was the opening date, and Canadian Library Month
  - Brief discussion of the mural on the side of the building. Needs a makeover, but is owned by chamber of Commerce. If able to obtain drawings, it was suggested this may be a perfect spot to display them.
  - Re: Drawings
    - Approach finance for a loan to be paid back over 10 years

- Getting drawings completed is a huge first step that needs to happen before any progress can be made
- Drawings can be unveiled at main event
- Two architects are interested in the project
- Maybe make a recommendation to be put on the finance committee agenda asap
- Estimates are some of the most cost-effective Tom has seen
- Drawings would should how to best use the building to expand our services and community use

**MOTION:** Moved by Christin Miller and seconded by Tom Sidney that we pursue funding for drawings from the Town Finance Committee. **Carried.**

- CEO's yearly evaluation
  - Overdue, so needs to be completed
  - Chair will send out a copy prior to the December meeting
  - Closed meeting on December agenda

## 6. New Business

- Update on Virtual Trustee Council Meeting attended by Board Chair
  - Jane sent out a copy of the slideshow to all trustees
  - Some changes - northern board to be amalgamated with the southern board
  - Blue Mountain library board strategic plan on page 16 was very interesting, possibly something we want to do going forward
  - Chair asked if Board members wanted to create a work plan to tie into the strategic plan in order to keep on track
  - Kelly to send out 2021 work plan in January/February

## 7. Next Meeting – December 15<sup>th</sup>, 2020 via Zoom

## 8. Adjournment @ 5:57 PM MOTION: Tom Sidney to adjourn