

## MINUTES OF THE RENFREW PUBLIC LIBRARY BOARD

Date & Time: September 22, 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)

Regrets: Andrew Evans (Councillor)

Guests: n/a

### 2. Consensus Agenda

- The Agenda
  - Remove the closed session -- can discuss under the PPE procedures
- Minutes of the Renfrew Public Library Board Meeting from June 16<sup>th</sup>, 2020
- CEO/Library Activity Report of Jun-Jul 2020 and Jul-Sept 2020
  - Lots of new programs being developed, trying to reinvent the library to meet people's needs during this time
  - Updated the website and new program brochure has been released
  - Balloons animals in the park went over well
  - Dungeons and Dragons also successful
  - Love the veggie giveaway - article in Inside Ottawa Valley
  - Using ReadSquared to launch 100 Books Before Kindergarten and eventually an adult reading program
  - Meera has been a wonderful addition to the RPL team
- Monthly statistics for June 2020, July 2020 and August 2020
  - Physical collection use is down, which is to be expected, but there has been an increase in use of online resources and social media engagement
  - Still getting new members
  - Open for 2 weeks now, and there are a lot of new faces coming in

**MOTION:** Moved by Donna Clark 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 June 2020, July 2020 and August 2020

**MOTION:** Moved by Christin Miller and seconded by Tom Sidney that the Financial Statements for June, July and August 2020 be accepted. *Carried.*

- Preliminary budget discussion for 2021
  - Everything seems to be on track
  - A second email was sent out with draft budget this afternoon with updated numbers
  - Probably going to come in under budget this year
  - Insurance has increased, which we have been told over the past couple of years would be happening

## 5. Business Arising from the Minutes

- Conversations with neighbouring municipalities
  - CEO asked if the Board was open to having discussions with neighbouring municipalities re: library services
  - Councillor Sidney believes we are allowed to have conversations, but any/all decisions or negotiations come through the Board
  - Kelly would like to put a presentation together, get approval from the RPL Board, then approach others
  - Libraries are not part of the municipality's shared services review, so no issue with discussing library services
  - Aim to have more information by the end-week or early next, a meeting will be called to share more information with the Board

**Board Direction:** Agreed by board to go ahead with these conversations

## 6. New Business

Preliminary budget discussion for 2021

- Municipality wants draft budget by End-September
- CEO completed projections for the end of the year
- Seems fairly close to 2020 budget
- Assumption that due to economic situation, any increases allowed will be minimal
- CUPE Contract is up for negotiation - Kelly added 2% to give an idea, but numbers could change
- Awaiting more accurate staffing forecast from Town staff

- CIRA grant has enough to cover another 2 years of hotspots, however need to begin budgeting now for future cost and place excess in reserve.
- Horton agreement appears to be going well
- CEO to do a second draft once she gets firmer numbers and will forward to Board

#### Fines

- Fines are not being charged as of yet (too complicated right now with items continuing to be quarantined)
- Letters are being sent to those who have items since March
- Fines charged on hotspots due to cost of this equipment and waiting list for use
- Discussion around continuing the not charge finds until end of

**MOTION:** Moved by Christin Miller and seconded by Margaret Maloney that the fines continued to be waived until the end of December. *Carried.*

#### – Other Discussion Points

- Hours are still somewhat reduced in order to give extra cleaning time (reassess at the end of October) - agreed by all
- Fundraising trivia is well-received on the third Thursday of the month
- Make and Takes are starting - see how they go as a fundraiser
- 2021 Centennial of the Library Building – put on next month's agenda

#### – Discussion of current library PPE protocols and procedures

- Plexiglas in place upstairs and down
- Masks are required, people have been good so far
- Staff are wearing masks as well when dealing with public
- Not a lot of traffic so far in the building
- Huge banners have been placed at two entrances showing staff with masks and have instructions for entering building
- More hand sanitation stations have been added with a couple more still to come
- Medical grade keyboards have been awesome
- Several staff meetings have been held re: procedures
- Still quarantining materials for 72 hours
- Parents Anonymous have come back - adults only
- Community living and Happy Days program are using the study room - going well

#### 7. Next Meeting – October 20<sup>th</sup>, 2020 via Zoom

#### 8. Adjournment @ 5:37 pm **MOTION:** Christin Miller to adjourn