

MINUTES OF THE RENFREW PUBLIC LIBRARY BOARD

Date & Time: January 21st, 2020 at 5pm
Location: Renfrew Public Library Program Building

1. Welcome and Roll Call

Members Present: Margaret Maloney, Donna Clark, Jane Donnelly, Kelly Thompson (CEO), Heather Dale, Christin Miller, Tom Sidney (Councillor), Andrew Evans (Councillor)

Regrets: n/a

Guests: n/a

2. Consensus Agenda

The Agenda

- Add onto new business - the Annual report

Minutes of the Renfrew Public Library Board Meeting from October 15th, 2019

CEO/Library Activity Report of Nov/Dec 2019

- Kelsey is moving on and job has been posted. The dealing to apply is January 24th
- Kelly is away next week at the OLA Super Conference in Toronto
- Kanopy, movie-streaming database is already a hit
 - Jane asked if it trackable, which it is
 - 10 films per month/library card
 - Kanopy kids has some cool features and costs the library slightly less per use

Monthly statistics November 2019

MOTION: Moved by Donna Clark and seconded by Tom Sidney that the Consensus Agenda be accepted. Carried.

3. Conflict of Interest N/A

4. Financial Statement

- Just received another cheque today for approximately \$2700 from the Southern Ontario Library Service to cover the internet connectivity and some postage.
- By next month, there will be a better idea re: final end-of-year figures, but CEO doesn't foresee the library having any issues

MOTION: Moved by Jane Donnelly and seconded by Christin Miller that the Financial Statement for December be accepted. Carried.

5. Business Arising from the Minutes

Update on contracts with neighboring municipalities

- Jane and Kelly proceeded into negotiation with \$12 000 figure
- Horton CAO and Mayor Bennett were provided with current active patron numbers for Horton (no address/names as those are confidential). Currently 130 active adult cards and 151 active children's cards
- Preliminary offer from Horton was approximately \$7,000, \$5,000 of this is a provincial grant that Horton can receive from the province once a contract is in place
- Overall, a positive meeting between Mayor Bennett, CAO Dillabough, Jane Donnelly and Kelly Thompson
- RPL Board members discussed non-residence fees versus entering into a contract
- There was a misconception that people in other libraries (i.e. Arnprior) receive more services for a library card membership, but this is not correct.
- The RPL Board understands that any agreement for Horton means a new budget item for them, but are hopeful an agreement can be reached. RPL Board also believes that if an agreement is reached, it should be reviewed in a year's time.
- Kelly recapped - wait until they come back with their offer, and then put together a new agreement

Update on washroom renovation project

- Almost done!
- Toilet, ceiling and sink are in
- All that is left are the ceiling tiles, some electrical work and finishing touches

Board Elections

- All positions were open. Election results are as follows:

Chair: Jane Donnelly — *nominated by Margaret Maloney, seconded by Donna Clark. Carried.*

Vice Chair: Christin Miller — *nominated by Jane Donnelly, seconded by Tom Sidney. Carried.*

Secretary: Heather Dale — *reclaimed*

- Jane Donnelly and Christin Miller to become cheque signing officers. Kelly will look into what is required.

Library Board Meeting Dates for 2020

- Most libraries are sticking with 10, but if a meeting is not needed (or not enough available), then it does not need to be made up
- Kelly prefers to keep it at 10 to cover everything
- Meetings will remain the Third Tuesday of each month at 5PM (except for July and August)

6. New Business

Directions for 2020

- Deferred to next meeting

Library Program Building

- Kelly has spoken with a couple of architects to get an idea of cost of having drawings done. Cost will be between \$15,000 - \$25,000
- Drawings are necessary in order to have a vision and a starting point
- Kelly would like permission to start looking for grants to fund the drawings. She also noted there are no drawings for the original building and this should be done as well

Adult Department Workflow Issues

- Brought in Mike Wark who helped to design the children's' library to discuss possibilities for adult circ
- Idea is to move circ desk across to where some of the non-fiction currently is and move the non-fiction to the opposite wall.
- Result: No more metal desks for staff; opens up 7 and a half feet; able to open up the back room for Kelly to move her office into and current office becomes a study room for the public; becomes accessible space for staff and public; staff will have clear view of front of library, including who is approaching
- Cost will be approximately \$15 000. Project could fall under accessibility so grants may be a possibility.

Staff Training Outline for 2020

- LGBTQ+ safe space training
- Renewing membership with Ryan Dowd for homelessness training, domestic abuse training and more
- Continuing partnership with Ottawa Public Library for staff training
- Most will need a refresher for First Aid

Naloxone Administration Program Policy Review

- With the availability of the nasal spray, and given our population, this is necessary
- Will have 1 or 2 kits in the library
- Course will also be offered to Board members who wish to participate
- Tom suggested to open up the training to other Town staff. Members suggested some possible instructors

MOTION: *Moved by Tom Sidney and seconded by Jane Donnelly that the new Naloxone Administration Program Policy be accepted. Carried.*

Annual Report

- Will be ready for review by the next meeting

7. Next Meeting – February 18th, 2020

8. Adjournment @ 6:07 PM MOTION: Christin Miller to adjourn