

MINUTES OF THE RENFREW PUBLIC LIBRARY BOARD

Date & Time: April 21st, 2020 at 5pm

Location: Virtual Meeting via Zoom

1. Welcome and Roll Call

Members Present: Donna Clark, Kelly Thompson (CEO), Heather Dale, Christin Miller, Margaret Maloney, Jane Donnelly (Chair)

Regrets: Tom Sidney (Councillor), Andrew Evans (Councillor)

Guests: N/A

2. Consensus Agenda

The Agenda

Minutes of the Renfrew Public Library Board Meeting from February 18th 2020

Minutes of Closed March meeting will be approved next closed section

CEO/Library Activity Report of Feb-Apr 2020

- Long, but informational report
- Included quotes from patrons which was a nice addition
- RPL was awarded 2 Diamond awards through the Renfrew Mercury's

Monthly statistics February 2020 and March 2020

- Huge increase in number of usage in February for online services
- Videos streamed in March quite high, given COVID
- Last day library was open was a VERY busy day
- Next month we will likely see an uptake in online services. One of the positives is that people are seeing all of the digital and online services the library has to offer.

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 January, February and March 2020

- Bank charges - Donna questioned why there are now bank charges and wondered if something had changed
- Kelly noted that due to now using Moneris allowing people to pay using debit, there is now a monthly fee. The machine is being used a lot by library patrons though and they love the convenience.

MOTION: Moved by Christin Miller and seconded by Margaret Maloney that the Financial Statements for January, February and March 2020 be accepted. Carried

Changes to 2020 Budget

- Municipality asked departments to look for changes that can be made
- Kelly went through 2020 budget and sees the following possible savings:
 - Students were laid-off. If closure continues another 2 weeks, possible savings of approx. \$2200
 - Government is now paying 100% summer student (if we get one) so another \$2300 in saving
 - Globe and Mail, Toronto Sun no longer delivering to this area, savings of approx. \$350
 - Kelly will not be going to the 2021 Super Conference
 - Possible total savings: \$5600
- Kelly was hoping saving to hire a second student on a part-time basis (if we get the original grant) as it would be nice to have another job to offer students and library has started a lot of new projects. After discussion, Board members decided it was not the time to hire a second summer student.
- New, washable seating is now badly needed to ensure the ability to properly clean the furniture when re-opening to the public
- Part of book budget will be moved to purchase e-books for Renfrew patrons
- Staff and circ computers are still dying and need to be replaced
- We might end up seeing more savings elsewhere, but right now there are minimal Business Arising from the Minutes
- Jane noted that takeaway from virtual Trustee Council meetings is that municipalities are going to need help, so we will do what we can.

5. Business Arising

Update on contracts with neighbouring municipalities

- Still at a stand still
- Email sent out just before this meeting from SOLS

- Ministry would rather user agreements NOT be based on usage
- For next board meeting, members will review email from SOLS and Kelly will email Horton Twp for feedback/update

Final Reports for CIRA and Accessibility Grant

- Still working on them
- All the invoices for washroom have been shared with Kelly
- Final report being worked on as well at the hotspots
- Library received a call from Rogers Wireless - one hotspot has been used like crazy – incredibly high usage, way above normal
- Need to review cataloguing of hotspots to include serial number that Rogers uses to enable easier tracking
- By this time next month, final reports and Annual Report will be completed.

6. New Business

Discussion of happenings since closing to the public

- Report to Council from all departments
- Journal to show what each person has done and will be doing
- Kelly will have a synopsis to present once the format has been decided

Looking ahead to changes to service

- Kelly has enough work to keep staff working until the end of June
- After June, she has some concerns of keeping all staff busy
- Second wave? Depends on how long this one plays out and how much the staff is willing to work
- Municipality has included the library in everything (and oh so grateful)

Update from Chair on Virtual Trustee Meeting Attended

- Jane sent an email with all the links, of various topics that came up
- Providing direction from what came down from the government
- Boards and municipalities need to work together
- Infrastructure funding might be coming once this is over
- Come up with some ideas that small local companies can do to help with recovery

Calls to Library

- Lots coming in about book pick up and possible re-opening
- Can't send out/take in books, but lots of sad people
- Possible soft opening idea - quick in and out exchange of books
- Jane reiterated not allowed as per her virtual meeting
- Drop box is still open (being very safe about it)

7. Next Meeting – May 19th, 2020

8. Adjournment @ 5:43 PM MOTION: Christin Miller to adjourn