

MINUTES OF THE RENFREW PUBLIC LIBRARY BOARD

Date & Time: February 18th, 2020 at 5pm
Location: Renfrew Public Library Program Room

1. Welcome and Roll Call

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

Regrets: Jane Donnelly, Andrew Evans

Guests: N/A

2. Consensus Agenda

The Agenda

Minutes of the Renfrew Public Library Board Meeting from January 21st, 2020 and the special meeting on January 27th, 2020

- Three errors pointed out re: syntax and grammar

CEO/Library Activity Report of Jan/Feb 2020

- One grant was completed and submitted for summer student position
- Ontario Public Library Annual Survey is due in June, so is currently being worked on
- Super conference was not as good this year, so consideration should be given as to next year's attendance
- Super conference report will be sent to members for next month's meeting
- Met with Patrick Mills (youth art competition had over 100 entries) and library is supporting the Art Factory's Youth Art Competition by displaying works from the winner + honourable mentions in the library. This competition may be something the Art Factory does on a regular basis.
- Please promote the Friend Request: Girl-Friend Edition event

Monthly statistics Jan 2019

- First 3 weeks of Kanopy, 30 films watched
- Hotspots can be lent out, still struggling with proper licensing and applications for Chromebooks

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

3. Conflict of Interest N/A

4. Financial Statement

- CEO apologized for not requesting the Jan 2020 financial statement in time for the meeting. A copy will be sent out and can be passed at the March meeting.

Budget 2020

- Staffing increase was cut
- Insurance was \$700 over budget in 2019
- New telephone system will see over \$1300 in annual savings
- Kelly has already spent \$2400 on tech trying to deal with aging staff and circulation computers
- Several computers needed to be replaced as they were unable to be upgraded due to age
- Questioned why there are two computers downstairs at the circulation desk, may be moving forward with only one
- LED lights went downstairs and are taking some staff time to adjust to

5. Business Arising from the Minutes

Update on discussions with neighboring municipalities

- Kelly has not heard any updates as of the time of the meeting
- Tom heard on the radio that they are reviewing their budget

Update on washroom renovation project

- Waiting on the door handle
- All paid for by January 30th (to be included in the grant timeline)

Annual Report draft

- Almost completed and ready for distribution
- Final financials to be added, as well as some remaining board info
- Suggested to include outreach and other programs (not trackable) that are not always thought of as traditional library in the report

MOTION: *Moved by Tom Sidney and seconded by Donna Clark that the Annual Report be accepted as amended. Carried*

6. New Business

- No new business to report

7. Next Meeting – March 17th, 2020

8. Adjournment @ 5:36 PM MOTION: Tom Sidney to adjourn