



Pembroke Public Library BOARD MINUTES

Thursday, February 15, 2018

6:30 p.m.

The following members were present: Bethea Summers, Keith Watt, Elizabeth Brose-Murphy, Ron Gervais, Derrick Nearing, John McCann

Regrets:

Absent:

Staff: Karthi Rajamani

Board Minutes: Holly Duxbury

CALL TO ORDER

Meeting called to order at 6:30 p.m.

APPROVAL OF AMENDED AGENDA TO INCLUDE IN CAMERA SESSION: 18:5 M/Keith S/John / Carried

- Edits needed to January minutes: Name spelling "Hammel"

APPROVAL OF AMENDED MINUTES: 18:6 M/John S/Elizabeth / Carried

BUSINESS ARRIVING FROM MINUTES:

- Packages for Civic Awards will be distributed in March.

CORRESPONDENCE:

- Eganville Library hosted a Murder Mystery fundraiser night
 - Karthi seeking Board participation for Pembroke Library to host a similar event for fundraising
 - Will revisit next meeting.

BOARD CHAIR REPORT:

None

CEO REPORT:

- Karthi and Lisa attended the OLA Super conference
 - Conference was very informative.
 - Looking into new ILS systems; current ILS system is not working well.
 - Planning to have in place for 2019.
- Looked into digitizing microfilm: will be too expensive to undertake.
 - Looking into selling old machine, replace with new machine that will be able to connect to main printer and will allow library to digitize collection independently.
 - Will look into copyright permissions for posting digital copies online.
- Discussed options for Library Digital Enhancement fund money
 - Ron suggested applying for yearly funding increase.



- Special grants for extra support— Karthi to contact Heather Salovaara with City of Pembroke, revisit next meeting.
- SnoSpree went well.
- Upcoming events:
 - June: Yard Sale, seeking Board participation (Barbeque).
 - July: Multicultural Event; host at Senior Centre, planning to invite council, Mayor, Library Board.
 - August: Farmers' Market fundraising again this year.
- Have been selling shawls to raise money: Have raised \$740.
- Hockey tickets did not sell as well as hoped.
- Applying for Community Foundation Grant (\$1000)
 - To purchase ESL materials
- Applying for Student Experience Grant for extra summer staff.
- Applying for Multicultural Event Grant

FINANCIAL REPORT:

- Budget tentatively approved; official approval February 20, 2018.
- Audit will be completed before May.

PROPERTY REPORT:

- Usage stats are approximately the same.
- John will be seeking 3 more quotes for the exterior work and renovations to Karthi's office.
- John: requested notification if other person monitoring library alarm is away in case he gets the call.
- Karthi suggested doing an annual honorarium for the people monitoring the library security system.

MOTION TO DO \$100 HONOURARIUM: **18:7 M/Ron S/John / Carried**

- Library has been unplugging modem at night due to people using parking lot after hours to use library WIFI.

MOTION TO ACCEPT ALL REPORTS: **18:8 M/Elizabeth S/Ron / Carried**

MOTION TO MOVE TO IN CAMERA SESSION: **18:9 M/Bethea S/Ron**

POLICIES:

- Elizabeth has been helping with the new policies.
- GOV-02 (Board Orientation)
 - Keith suggested that new library staff should be introduced to Board members at the monthly Board meeting.
- GOV-10 (Board Training)
 - Discussion whether phrasing for item 1.D was acceptable; kept as is.

POLICIES (GOV-01 Purpose of the Board; GOV-02 Board Orientation; GOV-03 Duties and Responsibilities of Individual Board Members; GOV-04 Committees of the Board; GOV-05 Policy Development; GOV-06 Planning; GOV-07 Financial Control and Oversight; GOV-08 Board Advocacy; GOV-09 Evaluation of CEO; GOV-10 Board Training; GOV-11 Board Evaluation; GOV-12 Succession Planning; GOV-13 Delegation of Authority to the CEO)



MOTION TO APPROVE POLICIES: 18:12 M/Bethea S/Ron / Carried

STRATEGY PLAN REVIEW:

- Evaluation of Strategy Plan schedule and accomplishments
 - The Board is very satisfied with what has been completed and the steps taken toward the other initiatives.
- Does the Library need permission from City Hall to have signage for Library?
- Discussion about replacing current library signage—Karthi to contact Colleen Sauriol at the City of Pembroke.
- Community Outreach discussions
 - Elevate youth centre—donate teen books or set up pop-up library?
 - Contact school leadership to educate on benefits of having a library card beyond library use; Derrick volunteered to ask around.
 - Karthi in planning process to establish relationships with downtown businesses to create local discounts for library card holders.

NEW BUSINESS:

- Elizabeth also attended the OLA Super conference
 - Shared checklist for preparing incoming Board, Board Succession package; idea to have guest speakers at Board Meetings; strategies to recruit good board members.
- Keith will be away for the next meeting; Elizabeth will be acting Chair.

MOTION TO ADJOURN: 8:10 p.m. 18:13 M/John S/Bethea / Carried.

NEXT MEETING: Thursday, March 15, 2018 at 6:30 p.m.

Board Chair
Keith Watt

CEO
Karthi Rajamani