



## **Pembroke Public Library BOARD MINUTES**

Thursday, April 19, 2018

6:30 p.m.

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

Regrets: Ron Gervais

Absent:

Staff: Karthi Rajamani

Board Minutes: Holly Duxbury

Guest: Fred Sinclair

### **CALL TO ORDER**

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

Fred Sinclair: Audit Financial Statements for Pembroke Public Library

- “Remarkable turnaround” from previous year, from deficit to surplus.
- Review of financial reports for 2017.
- Two years left until outstanding pay equity will be paid off.
- Discussion about unfunded employee benefits and unpaid vacation pay.
  - Could create reserve or just approach as needed.
  - Budgeted reserve for sick leave of \$2000 per year will help offset.

**APPROVAL OF AGENDA: 18:14 M/ John S/Bethea / Carried**

**APPROVAL OF MINUTES: 18:15 M/Elizabeth S/Derrick / Carried**

**BUSINESS ARRIVING FROM MINUTES:**

- None

**CORRESPONDENCE:**

- Keith shared a letter from a woman whose deceased mother has left the library \$5000.
  - Karthi has also heard from the lawyer.
- Karthi shared a card from Chris’s family; the library donated \$100 to Festival Hall in his memory.
- Insurance: Karthi has talked to the insurance company and it will be lowered another \$672 for this year.

**BOARD CHAIR REPORT:**

- The process for filling the seat for the Laurentian Valley representative is underway, and the seat will hopefully be filled for May.

**CEO REPORT:**

- Karthi explained that much of the surplus from the budget report came from salary expenses.
  - Changed way schedule was done, eliminated lieu day, track wages carefully.



- Purchased new microfilm reader; can be used to digitize microfilm collection.
  - Also plan to purchase scanner to digitize paper copies.
  - Meeting goals of Strategy Plan
- Met with Peggy Malcolm from SOLS.
  - Pre-audit for accreditation went well, will be pursuing accreditation in September.
  - Elizabeth has been helping to create policies.
  - Must put plans in writing, purchase accessibility computer desk (\$1800), and purchase security cameras for accreditation.
  - Presentation of scores on SOLS pre-audit, excellent rating!
    - Largest area for growth in physical space and facilities: shelf height and spacing cannot be helped, but security and supervision will be remedied by cameras when purchased.
- Working to create programs with Senior Centre.
  - Karthi will be going to the Senior's Centre next week.
  - Striving to include everyone in the library with the goal of making the library a community hub.
- Karthi will be meeting with Council and Local Immigration Program (LIP) to create partnership with library.
  - Multicultural Extravaganza July 20.
- Has attended a new software presentation (Insignia) to find program to replace Mandarin; will be looking into another option as well (Sirsidynix).
- Quotes for blinds: has two quotes, will be choosing which one soon.

#### FINANCIAL REPORT:

#### MOTION TO ACCEPT AUDIT: **18:16 M/ Bethea S/Elizabeth / Carried**

- Karthi will be checking salaries on the financial report with Lee-Ann McIntyre.

#### PROPERTY REPORT:

- John has talked to two companies for quotes, waiting on one more quote for Karthi's office and roof.
- Question of whether we need to make a proposal to do the work, as it will be a major expenditure.
  - John to check with Terry Lapierre, will do so on Friday.

#### MOTION TO ACCEPT ALL REPORTS: **18:17 M/Bethea S/John / Carried**

#### POLICIES:

- HR-07, Workplace Harassment and Discrimination policy
  - Reporting form has been added.
  - Must be reviewed annually and posted.
- OP-10, Children and Teens Services
  - Formatting error on p.4-5, close space between paragraphs.
- OP-12, Circulation Policy
  - Question of why membership durations are different for Laurentian Valley patrons.

#### MOTION TO CHANGE MEMBERSHIP LENGTH FOR CONTRACT MUNICIPALITIES FROM 1 YEAR TO 2 YEARS: **18:18 M/John S/ Bethea / Carried**

#### MOTION TO APPROVE POLICIES (HR-07 Workplace Harassment and Discrimination; HR-08 Prevention



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of Workplace Violence; OP-01 Privacy, Access to Information and Electronic Messages Under CASL; OP-02 Safety, Security and Emergencies in the Library; OP-03 Accessible Customer Service; OP-04 Collection Development; OP-06 Programming Policy; OP-08 Meeting Room; OP-09, Community Information; OP-10 Children and Teens Services; OP-11 Unattended Children; OP-12 Circulation Policy; OP-13 Local History; OP-14 Information Services): **18:19 M/Bethea S/Elizabeth / Carried**

**MOTION TO MOVE TO IN CAMERA SESSION: 18:20 M/John S/Derrick**

**NEW BUSINESS:**

- Elizabeth and Bethea will be attending a Trustee Meeting, asked for any highlights of the library that they can share at the meeting.
  - Discussion about travel expenses; trustees can claim travel expenses, must fill out claim form.

**MOTION TO ADJOURN: 8:00 p.m. 18:23 M/Bethea S/Elizabeth / Carried.**

**NEXT MEETING: Thursday, May 17, 2018 at 6:30 p.m.**

Board Chair  
Keith Watt

CEO  
Karthi Rajamani