



Pembroke Public Library BOARD MINUTES

Thursday, May 17, 2018

6:30 p.m.

The following members were present: Keith Watt, Elizabeth Brose-Murphy, Derrick Nearing, John McCann, Ron Gervais, Chantelle Leslie Leach (Bethea Summers attending via phone).

Regrets:

Absent:

Staff: Karthi Rajamani

Board Minutes: Holly Duxbury

CALL TO ORDER

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

APPROVAL OF AGENDA: 18:24 M/ John S/Ron / Carried

APPROVAL OF MINUTES: 18:25 M/Derrick S/Elizabeth / Carried

BUSINESS ARRIVING FROM MINUTES:

- Ron asked if there would be something to signify accreditation when it is achieved
 - Karthi said there would be, and the library and city might also want to host an event to celebrate it.

CORRESPONDENCE:

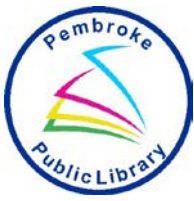
- Roof quote from Irvcon
 - Door will need to be repaired, roof drain is plugged, air conditioning vent needs repairs, tree branches that are touching roof will need to be trimmed and a cord on the roof will need to be properly supported.

MOTION TO PURSUE ROOF REPAIRS: 18:26 M/John S/Ron / Carried

- Public holiday information
- Email received regarding overdue fines. Suggestion to not respond unless patron makes contact again.
 - Only three people have complained about fine collection, including this letter.
- Library patron has been in contact with Elizabeth regarding a way to show appreciation for the library staff.
 - Suggestion to give a bouquet of flowers and a card, followed by a weekly treat from other supportive patrons and members of the Friends of the Library.
- Karthi shared an invitation to the City of Pembroke Civic Awards ceremony.

BOARD CHAIR REPORT:

- Welcome to Chantelle!
- Email from Elaine concerning an attestation to be signed.
 - Karthi will forward email with more information, but assured Board this is not an issue.



CEO REPORT:

- Trade Show went well
- Multicultural Event will be taking place, tickets will be \$5 each, Board members will be free
- Annual Survey is complete
- Nominated Reta McBean for civic award, and she will be receiving it
- Software update
 - Currently working with Mandarin which is not working well, \$2300 annually
 - SirsiDynix will be very expensive
 - Insignia- Karthi has completed remote training, has presented to staff for feedback.
 - Will cost \$7000 to install, \$2000 for data transfer, \$1900 for annual subscription; Karthi has negotiated that they will waive the data transfer fee of \$2000, software also includes app, magazine tracking, acquisition manager and room booking features. Will require a two day closure for on-site training and data transfer.

MOTION TO PURCHASE INSIGNIA: **18:27 M/John S/Ron / Carried**

- Security camera quote from Security Company.
 - \$7160, will include labour for free; 16 cameras inside and outside the building.
 - Part of accreditation.

MOTION TO GO FORWARD WITH SECURITY CAMERAS: **18:28 M/John S/Elizabeth / Carried**

FINANCIAL REPORT:

- Board members given copies of final Auditor's Report, will also be sent to Council.
- Reviewed Irvcon quote for roof.

PROPERTY REPORT:

- Have one quote for ceiling in Karthi's office so far, waiting to hear from another.
- Ron observed that non-resident usage rates going up, suggestion made to possibly track where people are from in case other regions want to form a contract with the library in the future.

MOTION TO ACCEPT ALL REPORTS: **18:29 M/Ron S/John / Carried**

POLICIES:

- VOL-02 Volunteer Recruitment
 - Page 2, no.5, change to "All volunteers must submit police record check" and "will be refused".

MOTION TO APPROVE POLICIES (FR-01 General Gift Acceptance; FR-02 Fundraising Administration; FR-03 Partnerships and Sponsorships; VOL-01 Volunteer Program; VOL-02 Volunteer Recruitment; VOL-03 Responsibilities of Volunteers; OP Friends of the Pembroke Public Library; OP-05 Resource Sharing; OP-07 Public Internet Service Policy; OP-15 Meeting the Requirements of the AODA, OP Extension Services; OP Emergency Closing Policy: **18:30 M/John S/Elizabeth / Carried**

NEW BUSINESS:

- There will be a fundraiser book sale on June 2, 2018



Pembroke Public Library 237 Victoria St. Pembroke ON K8A 4K5 613-732-8844 www.pembrokelibrary.ca

MOTION TO ADJOURN: 7:50 p.m. **18:31 M/Derrick S/Elizabeth / Carried.**

NEXT MEETING: Thursday, June 21, 2018 at 6:30 p.m.

Board Chair
Keith Watt

CEO
Karthi Rajamani