

Pembroke Public Library BOARD MINUTES

Thursday, June 21, 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.

Regrets:

Absent:

Staff: Karthi Rajamani

Board Minutes: Holly Duxbury

CALL TO ORDER

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

- Karthi introduced new staff member, Taylor Bissonnette, to the Board. Taylor is replacing Myra.

MOTION TO ADD IN CAMERA SESSION TO AGENDA: 18:32 M/John S/Ron /Carried

APPROVAL OF AGENDA: 18:33 M/ Elizabeth S/Bethea / Carried

APPROVAL OF MINUTES: 18:34 M/Derrick S/John / Carried

BUSINESS ARRIVING FROM MINUTES:

- None

CORRESPONDENCE:

- Resource from Peggy Malcolm regarding the responsibilities of the Board and hiring process for Board.
- Article: Healthy Choices Happen In Public Libraries
 - Karthi shared as Pembroke Library already has many similar programs in place.
- Email from Colleen Sauriol regarding library signage.
 - If signs are wanted on city property, the city will erect the signs and bill the library.
 - Karthi would like to have signs placed near Royal Bank, PMC, at Forest Lea Road/ Pembroke Street W intersection, River Road/Mackay Street intersection .

MOTION TO PURSUE LIBRARY SIGNAGE: 18:35 M/John S/Bethea / Carried

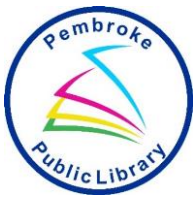
- Simon Hartwig will be working with the newspaper to create articles about historic downtown Pembroke, using old photographs.

BOARD CHAIR REPORT:

- This will be the last meeting until September unless there is a need to call one.
- Letter from Cheryl Gallant regarding accessibility grant.
 - Karthi has received same letter.

CEO REPORT:

- Healthy Kids Community Challenge Grant received- \$ 2900



- Karthi plans to use the grant money for the maker space
- Book sale was a huge success—raised \$1668
- Karthi has ordered new blinds from Custom Draperies.
- Library has already exceeded projected fundraising for this time.
- Security Cameras- Karthi visited Security Company.
 - 16 cameras, all around library, will cost \$7060, Library is not being charged for labour.
- Security cameras will be paid for with money from 2017 surplus; Karthi will also be purchasing new catalogue software with the money.
 - Karthi plans to have new software installed by September.
- Multicultural Event July 20, 2018
- Summer programs are planned, summer student has been hired and started on June 4.

FINANCIAL REPORT:

- No comments or questions.
- Usage for non-residents has gone up.

PROPERTY REPORT:

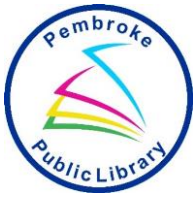
- John has approached Walsh Brothers for their quote for Karthi's office, it should be given tomorrow; already have 2 quotes.
- Roof work has been completed.
- John will look into getting three quotes for exterior work.

MOTION TO ACCEPT ALL REPORTS: **18:37 M/Elizabeth S/Bethea / Carried**

POLICIES:

- Karthi reviewed policy list with dates of acceptance.
 - Human resources policies done last as Karthi is double checking them against the Collective Agreement.
- Shared new Procedures Manual, has been rewritten with Anna's help.
- Shared new Human Resources Policy, also redone with Anna's help.
 - Karthi will be comparing with City Hall's to ensure accuracy.
- Once all policies are complete, Karthi will be printing them together as a book.
- OP-11 Teens/Young Adults in the Library
 - P.3, second line from bottom of page, typo: should say "will inform the police".
- HR-11 Travel Expenses
 - Discussion concerning where rates come from and how often they are updated.
- HR-12 Staff Use of Social Media
 - Also applies to use of personal accounts on own time if sharing information about the library.

MOTION TO APPROVE POLICIES (OP-10 Children in the Library, OP-11 Teens/Young Adults in the Library, OP-15 Accessibility in the Library , HR-01 Human Resources, HR-09 Health and Safety, HR-10 Use of Technology, HR-11 Travel Expenses, HR-12 Staff Use of Social Media): **18:38 M/John S/Bethea / Carried**



MOTION TO MOVE TO IN CAMERA SESSION: 18:39 M/Ron S/Elizabeth /Carried

NEW BUSINESS:

- Ron shared an idea that had been brought to the city to have a writing contest.
 - Karthi has also been approached and agrees it is a good idea.
 - Derrick suggested the possibility of collecting and publishing the writing submitted in an anthology, proceeds to go to a local charity, with prizes for top three works.
- Bethea suggested the library host the All Candidates' Debate for Laurentian Valley, it may help reinforce that this is Laurentian Valley's library.
 - Board supported this suggestion.
 - Election is on October 22, 2018.
 - Library will be polling station for Pembroke.

MOTION TO ADJOURN: 7:50 p.m. 18:42 M/John S/Derrick / Carried.

NEXT MEETING: Thursday, September 20, 2018 at 6:30 p.m.

Board Chair
Keith Watt

CEO
Karthi Rajamani