



## **Pembroke Public Library BOARD MINUTES**

Thursday, October 18, 2018

6:30 p.m.

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

Regrets:

Absent:

Staff: Karthi Rajamani

Board Minutes: Holly Duxbury

### **CALL TO ORDER**

Meeting called to order at 6:35 p.m.

**APPROVAL OF AGENDA: 18: 54 M/ Bethea S/Elizabeth / Carried**

**APPROVAL OF MINUTES: 18:55 M/Derrick S/Elizabeth / Carried**

### **BUSINESS ARRIVING FROM MINUTES:**

- Quotes for exterior work—John will get more.
  - It is getting late in year to do work now; discussion about hiring and creating a contract with someone this year for work to be completed in the new year.
  - Will do the same for Karthi's ceiling, as she is presently unable to be out of her office for the time needed to repair.
- Kodak Kiosks to be discussed at a later time.

### **CORRESPONDENCE:**

- SOLS information
  - How to make and prepare a new Board
    - Suggestion to email and express interest in continuing to sit on Library Board after the election on Monday.
  - Information on Accreditation and process
    - Accreditation to take place on November 2, 2018
    - Pre-assessment went well, scored 99 out of 100 points. Only lost for shelving height, which is out of the library's control.
    - Five plans have been completed and all human resources policies have been updated.
    - Feedback from actual Accreditation assessment will be voluntary suggestions, all mandatory requirements have already been completed.
    - Once Accredited, will be cheaper and easier to keep status and renew (must be renewed every five years).

### **BOARD CHAIR REPORT:**

- When considering the 2019 Budget, remember to consider the effects of inflation and the possible Board and Council changes that may be coming with the election.



## CEO REPORT:

### FINANCIAL REPORT:

- Website and Facebook use continue to increase.
- Discussion about non-resident rates as they continue to increase.
  - The library has started recording where non-residents are from, but will have to collect much more data before they can consider offering contracts to other municipalities.
- Draft 2019 Budget
  - Staff salaries included a full time position that may change in the future.
  - Wages are due to step up next year, as well as potential minimum wage increase.
  - Some changes to the way statutory holidays must be paid. It is unclear which way will be used, so Karthi has calculated both and budgeted for the higher amount, but will be confirming before submitting final Budget.
  - Increase in training budget
    - Did not use full amount in 2018.
    - Discussion about keeping it at the same amount as 2018, as new council may be stricter, especially with some unused this year.
    - Decision to keep training budget the same as 2018; may consider increase in 2020.
  - Proposed increase to Board Honorarium was removed.
  - Accreditation expenses (\$250) will be reimbursed.
  - Insurance- Karthi had negotiated for lower rates this year but it may not continue next year, so she has budgeted for the full original amount.
  - Lawyer fees- quite a large increase as a result of current issues in the library. This may change depending on outcomes.
  - Library looking into a pay online option for patrons.
  - Programming increase of \$500
    - Programming also often creates fundraising revenue, so it will not be wasted.
  - Book expenses—will know more about exact expenses closer to year end.
  - Some grants are not available anymore but must be listed on Budget.
  - Board Training amount—will consider.

### PROPERTY REPORT:

- John to look into two more quotes for exterior work.
- The library has purchased three tablets, located in different areas of the library for reference use, as well as an electric computer desk and a moveable monitor mount on the circulation computer for accessibility.
- The cameras are coming in useful!
  - A patron was caught on camera stealing a cord from one of the new tablets. Karthi addressed it with him and he returned the cord.
  - Two people were using drugs in one of the bathrooms; there were needles left behind in the bathroom and they were recorded leaving the bathroom together. They may be issues temporary bans.
    - Also suggested letting the OPP know about the situation in any similar issues arise in future.



Pembroke Public Library 237 Victoria St. Pembroke ON K8A 4K5 613-732-8844 [www.pembrokelibrary.ca](http://www.pembrokelibrary.ca)

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MOTION TO ACCEPT ALL REPORTS: **18:56 M/John S/Bethea / Carried**

MOTION TO MOVE TO IN CAMERA SESSION: **18:57 M/Ron S/John /Carried**

CONCLUSION OF IN CAMERA SESSION: 8:00 PM.

MOTION TO ADJOURN: 8:05 p.m. **18:60 M/Elizabeth S/Bethea / Carried.**

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

Board Chair  
Keith Watt

CEO  
Karthi Rajamani