



Pembroke Public Library BOARD MINUTES

Thursday, November 15, 2018

6:30 p.m.

The following members were present: Keith Watt, Elizabeth Brose-Murphy, Chantelle Leslie Leach, Bethea Summers.

Regrets: John McCann.

Absent: Derrick Nearing, Ron Gervais.

Staff: Karthi Rajamani

Board Minutes: Holly Duxbury

CALL TO ORDER

Meeting called to order at 6:55 p.m.

- Keith moved to amend agenda to include bathroom security, Kodak kiosk, staff nametags and staff picks.

MOTION TO AMEND AGENDA: 18:61 M/ Keith S/Bethea / Carried

APPROVAL OF AMENDED AGENDA: 18:62 M/Elizabeth S/Bethea / Carried

APPROVAL OF MINUTES: 18:63 M/Bethea S/Chantelle / Carried

BUSINESS ARRIVING FROM MINUTES:

- Kodak kiosks: Chantelle has reached out to other libraries that have kiosks: there are only two in Canada, and the reviews were mixed. Overall the kiosks will probably not be worth the investment as there are too many other options for photo printing in Pembroke.
- Quotes for exterior work—John sent two people to assess but Karthi has not received quotes from them yet.

CORRESPONDENCE:

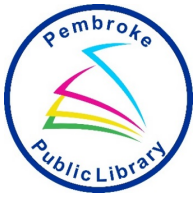
- Library signage: signs have been approved by the City Council, City of Pembroke must be informed, they will erect the signs and charge the library.

MOTION TO GO FORWARD WITH SIGNAGE: 18:64 M/Elizabeth S/Bethea / Carried

- SOLS Accreditation report: achieved a score of 97.8%

BOARD CHAIR REPORT:

- Full congratulations to Karthi, the library staff, and Elizabeth for their hard work on achieving accreditation!
- Trying a different approach to cut back on paper: a few handouts will be available for members to review instead of each receiving a copy, budget will be presented on screen for all to see.
- December 1, 2018 is the effective date of the new council, so next meeting may have some new members coming in. It has been a pleasure to work with the current board.



- December 7, 2018 is the Christmas Party at the Pembroke Legion. All board members are welcome, let Karthi know so she can reserve tickets.

CEO REPORT:

- SOLS Accreditation
 - Achieved two years ahead of planned schedule in the Strategic Plan.
 - The SOLS representative was very impressed, asked to borrow Procedures Manual as an example.
 - The official certificate will be received in January.
- Tea fundraiser raised \$888
- Christmas Parade is November 24th, the library and Wise Owl Day Care are working together. The Day Care will be building the float, so the library is going to provide the candy to give out.
 - Board members are invited to participate in the parade if they wish
 - Karthi requesting board approval to close at 5:00 pm on November 24th to allow staff to be in parade
- Request to close library on Saturday, December 22, 2018

MOTION TO CLOSE EARLY NOVEMBER 24 AND CLOSE ON DECEMBER 22, 2018: 18:65

M/Chantelle S/Bethea / Carried

- Christmas programs are planned, everything is going smoothly going toward holidays
- New software is working well
 - Closing library to allow for staff training went very well, transition was mostly smooth.
 - The reports generated are very efficient.
 - Imported records into new program.
 - Working on cleaning up data in patron records to ensure accuracy in location, this may affect statistics for next month.
 - Will be changing how new patrons are entered to ensure accuracy going forward.

FINANCIAL REPORT:

- 2019 Draft Budget
 - Much of increase is in staff salaries as they are all increasing to next step.
 - Lawyer fee increased in case of need, will change depending on results.
 - Total budget increase is 7%
 - Will be sending to City on November 30, 2018
- Stats may go down leading up to Christmas, they often decrease near the holidays as people are very busy.

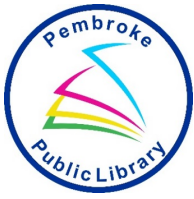
PROPERTY REPORT:

- Waiting on two quotes.

MOTION TO ACCEPT ALL REPORTS: 18:66 M/Elizabeth S/Bethea / Carried

NEW BUSINESS:

- Concern about bathroom security: two young men and a young women were seen entering one of the bathrooms in the children's department together. They were inside for a long time, preventing other



patrons from using it.

- Suggestion to keep bathrooms locked, request a key from desk.
- Karthi said that they used to have them locked but it created issues because of inconvenience and lack of access, so it was changed.
- If something like this happens again, may consider keys again.
- Remind staff to be vigilant about observing bathrooms; cameras also help.
- Staff picks
 - Suggestion to post “staff picks” articles or lists on website with recommendations from staff and board members.
- Staff name tags: staff wear name tags at special events, but not all of the time.
 - May help patrons feel more confident approaching.
- Writing contest is now open! \$10 entry fee to help offset costs of printing.

MOTION TO MOVE TO IN CAMERA SESSION: 18:67 M/Elizabeth S/Bethea /Carried

CONCLUSION OF IN CAMERA SESSION: 8:06 PM.

- Reminder that board members must stay on until a replacement is appointed, if being replaced.
 - Also to send letter of intention as soon as possible if interested in staying on the board.

MOTION TO ADJOURN: 8:10 p.m. 18:71 M/Bethea S/Elizabeth / Carried.

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

Board Chair
Keith Watt

CEO
Karthi Rajamani