

## Pembroke Public Library

### Board Minutes

Thursday, April 20, 2017

6:30 p.m.

The following members were present: Keith Watt, Sandra Fraser, John McCann, Elizabeth Brose-Murphy and Bethea Summers

Regrets: Chris Paulusse, Ron Gervais

Absent: None

Staff: Karthi Rajamani

Minutes: Rosalie Laird

Auditor: Fred Sinclair (Auditor Report for year ending December 31, 2016)

#### CALL TO ORDER

Meeting called to order at 6:34 p.m.

#### APPROVAL OF AGENDA:

**17:18 M / John, S / Elizabeth / Carried.**

#### APPROVAL OF MINUTES:

**17:19 M / John, S / Elizabeth / Carried.**

#### BUSINESS ARISING FROM MINUTES:

- Debit machine – waiting for papers to go through, have to purchase it yet
- Community Foundation Grant – didn't get it

#### FINANCIAL STATEMENT:

- Auditor presented -2016 Audited statement -Draft -
- Memo Highlights financial details 2016
- Monthly financial statement – March 2017

#### APPROVAL OF FINANCIAL STATEMENTS:

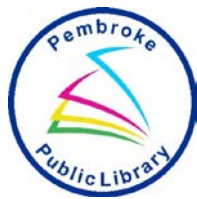
**17:20 M/ John, S/ Bethea / Carried.**

#### ACCEPT FIANCIAL STATEMENTS:

**17:21 M/ Elizabeth, S/ John / Carried.**

#### BOARD CHAIR REPORT:

- Karthi away 4 weeks so, there will be no May meeting.
- Keith will be talking with Patti
- Keith will be available to sign any documents and will contact board members if anything new arises
- There will be a press release of the Strategic Planning
- April 13<sup>th</sup>, CEO performance appraisal



#### CEO REPORT:

- Strategic Planning will be assessed every year – 2018 budget planning will be adjusted for goals and objectives
- Detailed timeline schedules for Strategic Planning
- Book Collection ARP (Automatic Release Program) and weeding process are on-going
- Reaching out to schools for Storytime
- ESL Chat Group – lots of newcomers in the area, 3 classes during the week and evening – Karthi has contact with the teacher and postings on library website
- Summer student grant for 12 weeks – Cheryl Gallant called to congratulate Karthi/Pembroke Public Library on the grant – Summer Student to be hired by last week of May
- Canada Post Grant – waiting to hear back
- Champion of Diversity Award – would like, writing up a Grant proposal to submit; different guidelines can be used like Business Leadership and Immigrant Employment
- address number is on Library Sign in front
- Painting continues
- Steps to be repaired – concern how far damage is – Appointment for repairs to be booked with Reiche Masonry A.S.A.P.
- Boiler was replaced
- Insurance – Building and Content, 1.7 % increase – Shop around what rates are from other insurance companies
- Friends of the Library Memorandum of Understanding (SOLS template, adjusted to our library need)– Keith and Karthi to sign
- Friends of the Library –fundraising donations to the library for enhancement projects; Friends of the Library to be registered as charitable group

#### PROPERTY REPORT:

- Children/Teen Dept. almost done painting, then to the Adult Dept.
- Unwanted furniture to go to Big Sale in June
- Kitchen cleaned by Karthi and Janet, new dinnerware set purchased
- Painting and contract wages coming from general maintenance – provision of services
  - Good comments from painting
  - Outside painting will need done too, check into contracting
- Make sure steps maintenance contacted
- Funding for Downtown Building – Call Heather from Downtown Business Improvement – 50 % or up to \$5,000
- Solar Panels – the library roof was looked at for measurements as library is approved for solar panels
  - John to look where power will go to from the solar panels
- Pembroke Lumber Kings to have 120 year Anniversary – Sandra to look into how she can team it up with the library to promote together

#### ACCEPTENCE OF ALL REPORTS:

**17:22 M / Bethea, S / Elizabeth / Carried.**

#### NEW BUSINESS:

- Karthi to contact Reiche Masonry



- June meeting Bethea and Elizabeth to have a Trustee Report
- Bethea to look into prices of the baby monitors

**POLICIES:**

- Foundation Policies – Chris and Karthi worked on policies , Elizabeth helped in proof reading
- Regarding Health and Safety – Back door locked after 5:30 p.m., restricted after dark
  - ↳ Walkie Talkies, Cameras or Baby Monitors with cameras for the main entrances–

**ACCEPTANCE OF ALL POLICIES:**

**17:24 M / John, S / Bethea / Carried.**

**ADJOURNMENT: 7:40 p.m.**

**17:25 M / Elizabeth, S / Sandra / Carried.**

**NEXT MEETING:**

Thursday, June 22, 2017 at 6:30 p.m.

Board Chair

Keith Watt

CEO

Karthi Rajamani