

Pembroke Public Library

BOARD MINUTES

Thursday, June 15, 2017

6:30 p.m.

The following members were present: Keith Watt, John McCann, Elizabeth Brose-Murphy, Sandra Fraser, Ron Gervais

Regrets: Bethea Summers

Absent: Chris Paulusse

Staff: Karthi Rajamani

Board Minutes: Rosalie Laird

Guest: William Halkett

CALL TO ORDER

Meeting called to order at 6:32 p.m.

- Guest: William Halkett from Gems of the Mind Writers' Group (4 current members) – Asking for help from staff of Pembroke Public Library
 - Asking for help writing grant for Gems of the Mind Writers' Club – grant is for organizations – would like writing assistance – Gems of the Mind can write own grant and CEO can suggest ideas. William may talk to Jamie Bramburger
 - Suggestion to advertise own group in public, bring local authors/writers in, have members attend library programs when they bring in authors – Gems of the Mind is a separate group from Pembroke Public Library, needs to publicize itself to get more members
 - Asking for 10 min. grace period for early set-up in Board Room – Set time for 6:30 p.m., set time earlier than event starts, staff to remind other groups another group arriving

APPROVAL OF MINUTES: 17:26 M/John S/Elizabeth / Carried.

BUSINESS ARRIVING FROM MINUTES:

- Front Steps - Reiche Masonry to assess steps 1st week in July
- Painting – Roger continues in the Adult Dept.
- Insurance – building contents, every year shop around
- Solar Panels – installed
- Baby Monitors – Bethea researching prices and what they can do
- Friends of the Library – Signed Memorandum of Understanding, getting bank account ready, helping with yard sale, publicly advertising the group with Friends new logo, library swag to sell
- Yard Sale – Saturday, June 17th, inside library and back parking lot; rain or shine, if rains it will be inside

CORRISPONDANCE:



- Email – Healthy Kids Project Grant – educate, grow plants
- Other Grants – waiting to hear back from Canada Post Grant, also applying for a handicapped entrance grant

BOARD CHAIR REPORT:

- Patti did well while Karthi was away

CEO REPORT:

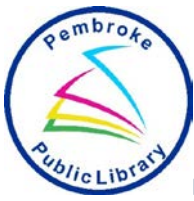
- Updated job descriptions – copies given out
- Summer Student – Karthi gave instructions to Patti about resumes, call backs for interviews, conducting interviews with Lioutsia, criteria for hiring and also getting her acquainted with the work place – Karthi kept in contact during process – Amber Dagenais. hired for Summer Student position
- Weeding Process – went well, everyone kept contact informing Karthi of how far they were, Large Print moved in June, French collection will be moved next
- Yard Sale – prepped and ready for Saturday
- Renfrew Child Care Service Grant – Healthy Kids Project Grant received
- Back Shed – broke into, lawn mower and gas can stolen – City Parks and Recreation sent someone to help cut the lawn
- Peter Ricky to repair steps
- Solar Panels – June 9th power test went well, library was closed to public
- Karthi's Office Ceiling – ceiling caved in – checking into if shaking from solar panel installation might have affected it – waiting for Terry Lapierre
- Painting done in Children/Teen Department, next will be the Reading Room – concern about high ceilings, need research and possible scaffolding
- Outside Repairs – wood on outside of building needs to be replaced and painted – does City help with that in budgeting, estimates for outside painting to be looked into

FINANCIAL REPORT:

- Library Vacation Stats (see highlighted report print-out) – full-time staff are salary in which vacation time is already included; part-time staff are hourly and get percentage vacation; vacation times budgeted in
- Conference and Training Grant – 3D printer and Conference attending

PROPERTY REPORT:

- Back Shed – lawn mower and gas can stolen - hinge on door, the screws are on the outside and should be changed so they are inside, needs to be more secure
- Karthi's Office Ceiling – possible vibrations from solar panel installation could have shaken it loose – assessment on ceiling to be made. Plastic was put up for now
 - Do we need to have heritage repairs to specifications – Bruce Pappin might know more about the heritage
 - When were the last electrical upgrades done for the library
 - Terry Lapierre – looking at assessment and any damage – who pays repairs, Ottawa River Power or City (talk to City)



MOTION TO ACCEPT ALL REPORTS: 17:27 M/John S/Sandra / Carried

NEW BUSINESS:

- No Library Board Meetings will be held in July or August unless needed
- New Policies – Karthi couldn't access her computer due to the ceiling in her office – Elizabeth had proof-read policies – July and August Karthi will be working on them more and should have more to present in September meeting
- Job Evaluations – new staff have already had their evaluations, other staff evaluations to follow

MOTION TO ADJOURN: 7:45 p.m. 17:28 M/Elizabeth S/Ron / Carried.

NEXT MEETING: Thursday, September 21, 2017 at 6:30 p.m.

Board Chair
Keith Watt

CEO
Karthi Rajamani