



Pembroke Public Library

BOARD MINUTES

Thursday, January 18, 2018

6:30 p.m.

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

Regrets:

Absent:

Staff: Karthi Rajamani

Board Minutes: Holly Duxbury

Excused: Chris Paulusse

Guest: Lindsay Hammel

CALL TO ORDER

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

- Guest: Lindsay Hammel, Board Chair of the Friends of the Library:
 - Lindsay will be stepping back from her position of Chair temporarily; she will be staying on as signing authority and will be returning in August. Denise Corriveau will be co-Chair in the interim.
 - New secretary: Kristina Roy
 - Nothing officially planned for spring yet; craft sale raise some money; the onesies and bags have not done well so far.
 - Continuing forward with charity status; someone will be auditing pro-bono.
 - Updating library cabinetry a project goal.
 - Next meeting will be Thursday, January 25, 2018 at 6:30 PM

APPROVAL OF AGENDA: 18:1 M/Ron S/Derrick / Carried

- Edits needed to December minutes for clarification:
 - Policies: list policy titles in motion.
 - Specify account numbers of funds to transfer.
- In Camera meeting minutes to be dealt with at next In Camera session.

APPROVAL OF AMENDED MINUTES: 18:2 M/Ron S/Elizabeth / Carried

BOARD CHAIR AND VICE CHAIR ELECTIONS:

- Board Chair: Keith Watt nominated and elected.
- Board Vice Chair: Elizabeth Brose-Murphy nominated and elected.

BUSINESS ARRIVING FROM MINUTES:

- None



CORRESPONDENCE:

- SOLS: Annual Survey and PLOG information.
- Accessibility Report- Karthi has contacted Heidi and the City will be doing the report.
- Elevator maintenance cost has increased this year.

BOARD CHAIR REPORT:

- Welcome Derrick Nearing to the Board.
- Thank you to the Library Board for all of their efforts in 2017 and looking forward to 2018.

CEO REPORT:

- Karthi pleased with final budget, submitted on January 9, 2018; have not heard anything yet.
- Purchased new chairs for downstairs and upstairs.
- Home Depot has donated a \$1000 gift card.
 - Discussions about projects to begin in spring, need volunteers from library.
- Annual Report 2017 turned out very well, have a slideshow.
 - Will be posted on library website and city website.
- Library not in the Pembroke Community Guide.
 - Karthi contacted Heather, and it will be added.
- Recreation brochure to be published in April: content to be sent in before April 2018.
- Elizabeth will be attending the OLA Conference for the last day of the conference. Karthi and Lisa will be attending for the entire conference.
- Karthi applying for Summer Program Grant.
- New filing system is going well, much more organized.
- All programs have been going well.
- Partnering with Employment Services through the Petawawa Military Resource Centre to hire staff for special projects, Employment Services pays their salary.
 - Administration program student volunteer for formatting the documents.
- Annual Usage Report: Pembroke has seen huge increases in the usage; Laurentian Valley down, possibly due to wireless usage.
- Despite decrease in hours open, the library has increased in the service value per hour in comparison with last year.

FINANCIAL REPORT:

- Surplus from 2017 Budget, uncertain how much exactly.
- Karthi has met with Bruce Beakely to streamline job descriptions for when completing pay equity.
 - Karthi comparing the job descriptions with other Libraries, next meeting with Bruce on February 7, 2018.
- Budget Presentation will be on January 25, 2018.

PROPERTY REPORT:



- John will be looking into more quotes for the exterior of the building.
- Discussion about regulations and limitations concerning heritage building updates.
 - City of Pembroke would have final say in enforcing how to maintain heritage standards.

MOTION TO ACCEPT ALL REPORTS: 18:3 M/John S/Elizabeth / Carried

NEW BUSINESS:

- Ron discussed nominating library volunteers for the City of Pembroke's Civic Awards.
 - Nominations in February; Karthi will look into it.

MOTION TO ADJOURN: 7:30 p.m. 18:4 M/Elizabeth S/Bethea / Carried.

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

Board Chair
Keith Watt

CEO
Karthi Rajamani