



Pembroke Public Library BOARD MINUTES

Thursday, January 17, 2018

6:30 p.m.

The following members were present: Keith Watt, Elizabeth Brose-Murphy, Ron Gervais, Dheerendra Kumar, Chantelle Leach, Bethea Summers, Brian Abdallah

Absent:

Staff: Karthi Rajamani

Board Minutes: Carrie-Ann Bray

CALL TO ORDER

Meeting called to order at 6:28 p.m.

APPROVAL OF AGENDA: 19:01 M/Elizabeth S/Ron / Carried

APPROVAL OF MINUTES: 19:02 M/Bethea S/Elizabeth / Carried

BUSINESS ARRIVING FROM MINUTES:

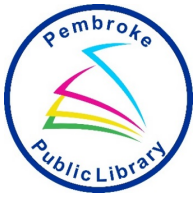
- Karthi has received one quote for exterior work; other contractors have not called back
 - Keith advised the board that Karthi will be pursuing additional quotes for various improvements to the library

CORRESPONDENCE:

- Karthi received official record of library accreditation and shared with the board members
- SOLS training newsletter is in and there is training for the board available, board members to advise Karthi if they would like to complete training
- Story contest: 40 entries are required in order to publish. This contest was promoted on the radio and social media. Only 8 submissions were submitted. There is a \$10 entry fee to cover the fee of publishing. A patron complained about the cost, Karthi advised that the cost is to cover publishing fees. The contest has been extended in order to allow more time for more entries. Karthi reached out to all contest participants and asked if they would like to extend or complete the contest, the contestants opted to extend to allow for more contestants.
- Kumar suggested various notice boards that may boost participation in the contest. Advertising targeting schools has already been happening. Karthi to provide contact for hospital to Kumar for advertising purposes.

**MOTION TO AMEND MOTION 18:26 TO APPROVE FINANCING OF ROOF REPAIRS
TOTTALLING EXPENSE OF \$4556.16 FOR ROOF REPAIRS, TO BE FINANCED FROM
CAPITAL RESERVE 19:03 M/Bethea S/Brian**

**MOTION TO AMEND MOTION 18:27 TO INCLUDE APPROVAL OF EXPENSE OF \$7910
TO PURCHASE INSIGNIA SOFTWARE, TO BE FINANCED FROM THE 2017
ACCUMULATED SURPLUS 19:04 M/Bethea S/Ron**



MOTION TO AMEND MOTION 18:28 TO INCLUDE APPROVAL OF EXPENSE OF \$8090.80 FOR THE PURCHASE AND INSTALLATION OF SECURITY CAMERAS, TO BE FINANCED FROM THE 2017 ACCUMULATED SURPLUS 19:05 M/Bethea S/Ron

- Karthi has received a letter from a patron's lawyer that has been handed a lifetime ban from the library requesting the official report regarding the ban. Karthi read the lawyers letter to the board seeking advice on how to proceed. Keith advised the board that this is not an isolated incident and the board agreed that Karthi should respond to the lawyer and allow them to read the incident reports so that they have a better understanding of the incidents leading up to the life time ban.

BOARD ELECTION RESULTS:

Board Chair

- Elizabeth nominated Keith
- Brian seconds Keith
- Keith was named board chair

Vice Chair

- Bethea nominates Elizabeth
- Elizabeth is named vice chair

Property

- Brian nominates Kumar
- Ron nominates Brian
- Brian is named property board member

Trustee Council

- Ron nominates Kumar
- Brian seconds
- Kumar is trustee council

Board Orientation:

- Karthi introduced the board to the new board package and requested that they sign their agreement
- Karthi requested that board familiarize themselves with the policies, laws and plans that are detailed in the package.
- Karthi outlined cut to the chase so the board has a better understanding of the governance of the library. All board members are to direct questions and concerns to Keith who will meet with Karthi to address. Karthi is responsible for all day-to-day operations including all staff.
- Keith advised the board that if staff goes to the board with questions the board is permitted to speak with staff and divulge as much detail regarding board meetings as they see fit.

BOARD CHAIR REPORT:



- Welcome to the board Kumar and Brian.

CEO REPORT:

- Karthi advised that the annual report is included in their orientation package and highlighted some of the achievements that the library has made over the past. These highlights included details on patrons served, programs utilized etc.

BUDGET:

- Regular programs have been going well.
- Karthi advised that there are 2 positions that need to be filled.
- Patti is retiring in May
- These positions will be filled as part-time circulation desk assistants.
- Karthi advised the board that the finalization of employment and payouts have been completed a former employee.
- Keith advised the board that the Laurentian Valley's contract has expired and requires renewal. Karthi expressed that there are aspects of the contract that require re-visiting prior to finalization.
- Brian inquired who would be responsible for negotiating the new LV contract-Keith advised LV council will negotiate with board.
- Karthi advised that the timeframe that the negotiations need to be completed by approximately September
- The board agreed that having the contract expiration date coinciding with an election year is ineffective and decided to change the agreement from a 4-year agreement to a 5-year agreement

FINANCIAL REPORT:

- Karthi and Keith explained how the capital reserves will be spent on infrastructure upgrades.
- Karthi advised that the boiler may require replacement in the near future which will cost approximately \$30,000 +

USAGE:

- Karthi presented a usage stats sheet to the board detailing the amount of time each service was accessed by a community member

PROPERTY REPORT:

- No property report for this session

MOTION TO ACCEPT ALL REPORTS: 19:06 M/Ron S/Brian / Carried

NEW BUSINESS:



Pembroke Public Library 237 Victoria St. Pembroke ON K8A 4K5 613-732-8844 www.pembrokelibrary.ca

- Karthi informed the board that she will be attending a conference with Anna and Elizabeth

MOTION TO ADJOURN: 8:34 p.m. 19:07 M/Bethea S/Elizabeth/ Carried.

NEXT MEETING: Thursday, February 15, 2019 at 6:30 p.m.

Board Chair
Keith Watt

CEO
Karthi Rajamani