



Pembroke Public Library BOARD MINUTES

Thursday, February 21, 2019

6:30 p.m.

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

Absent:

Board Minutes: Carrie-Ann Bray

CALL TO ORDER

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

MOTION TO AMEND THE AGENDA TO ADD 9.5 TO THE AGENDA TO ALLOW FOR A REPORT FROM ELIZABETH ON THE OLA SUPER CONFERENCE AND UNDER NEW BUSINESS TO ALLOW FOR CHANTELE TO ADDRESS THE BOARD WITH A NEW IDEA OR EXPANDING USAGE OF THE LIBRARY: 19:08 M/Ron S/Brian / Carried

APPROVAL OF AGENDA: 19:09 M/Ron S/Brian / Carried

APPROVAL OF MINUTES: 19:10 M/Bethea S/Elizabeth / Carried

BUSINESS ARRIVING FROM MINUTES:

- Karthi has received one quote for exterior work; other contractors have not called back

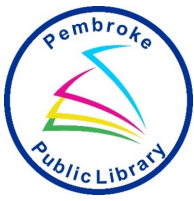
CORRESPONDENCE:

- A letter was sent to banned individual's lawyer advising that individual has all documentation previously requested.
- Patti Stillman will officially retire effective May 1st 2019
- Email from Peggy Malcolm advising that every 13 hours that the library is open there must be 1 employee dedicated to helping patrons. Karthi advised the board that the circulation assistant will be sufficient for this role allowing the PPL to meet this standard as it could become mandatory for the accreditation process.

CHAIR REPORT:

CEO REPORT:

- Applied for a summer student grant
- Applied CIRA grant to purchase computers to improve digital literacy.
- Applied Canadian Tire Grant to repair the wheelchair ramp.
- Researching security gates and digitizing projects.
- Karthi advised the board that there will be a tax clinic for the first time at the PPL with volunteer tax specialists.



- Karthi created a new position, circulation assistant and 2 people were hired so far and 1 more is still yet to be hired. Karthi gave background information on the new-hires.
- Karthi explained the human library program that will be happening in March, Chantelle inquired about who can participate. Janet is the contact for those wishing to participate.
- Karthi advised the board that they will set up a satellite library at the Pembroke Marina beginning in the summer where patrons will be able to check out reading materials and other activities.
- \$10,000 of fundraised money has been spent and there is \$17,000 is left. The money was spent on blinds, tables, and chairs, table cloths, popcorn machine etc.
- Karthi is planning to purchase a TV for the boardroom to show movies as a fundraising effort and for boardroom use.
- Karthi advised the board that Bill Halkett wrote letter about Lisa Roy complimenting her computer classes and that they can watch for it in the paper.
- Library budget was not approved as submitted to City, Ron explained the City's process of determining how much money the library will receive to the board.
- Karthi went over the March Break Program as well as the new brochures.
- Karthi distributed Anna's report from OLA Super Conference detailing her experience and the knowledge she gained.

FINANCIAL REPORT:

- Karthi did an overview of the 5-year strategic plan (CEO Report)
- Revised Budget-No questions or concerns from the board
- No questions or concerns regarding the financial report

PROPERTY REPORT:

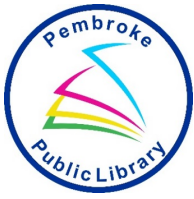
- Brian advised that he contacted 2 contractors for quotes in regards to the repairs required. Brian expressed that his time doesn't allow for him to dedicate the time required in order to complete the required tasks. Brian agreed that someone else may be up to the task.
- Chantelle is new property chair

MOTION TO MAKE REMOVE BRIAN ABDALLAH AS PROPERTY CHAIR AND MAKE CHANTELE LEACH NEW PROPERTY CHAIR 19:11 M/ Ron S/ Brian /Carried

MOTION TO ACCEPT ALL REPORTS: 19:12 M/Bethea S/Brian /Carried

NEW BUSINESS:

- Chantelle shared an idea to promote the library services to the Canadian Troops so they can be accessed while they are deployed.
- Karthi proposed that fines for 5 years old and under fines are removed and that every child has a free library card.
- Kumar recommended that the smoking area be moved, decision to be made at the next meeting.
- Kumar requested that the snow be removed to allow the library be more accessible for people with mobility issues, was advised that an independent contractor would need to be hired.



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

- Karthi suggested requesting that the spots in front of the library become free library parking.
- Brian advised there was going to be public meeting on March 7 from 7-8:30 for Victoria Street renovation, Ron suggested the library to attend.

MOTION TO ADJOURN: 8:15 p.m. 19:12 M/Brian S/Chantelle/ Carried.

NEXT MEETING: Thursday, March 21, 2019 at 6:30 p.m.

Board Chair
Keith Watt

CEO
Karthi Rajamani