

Pembroke Public Library BOARD MINUTES

Thursday, March 21, 2019

6:30 p.m.

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

Absent: Keith Watt, Ron Gervais

Board Minutes: Carrie-Ann Bray

CALL TO ORDER

Meeting called to order at 6:40 p.m. Chaired by Elizabeth Brose-Murphy, Vice-Chair, in Chair, Keith Watt's absence

- Brian requested a correction to the portion of the minutes that refer to the firehall to reflect the location being Victoria St. on the February minutes

APPROVAL OF AGENDA: 19:13 M/Bethea S/Chantelle / Carried

APPROVAL OF MINUTES: 19:14 M/Bethea S/Brian / Carried

BUSINESS ARRIVING FROM MINUTES:

- Chantelle updated the board members on her progress in bringing the services that the library provides to the Garrison Petawawa military members when at home and abroad
- There will be a meeting at the library on April 4, 2019 at 10am. Karthi will delegate a representative to do the presentation
- Chantelle recommended that the library expand the program to firefighters
- Karthi suggested that the library services can be promoted to hospitals

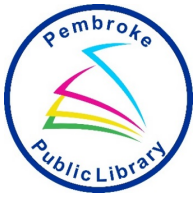
CORRESPONDENCE:

- March break was very busy. Karthi received feedback from a resident of Petawawa stating that they would be willing to pay the non-residence fee in order to participate in all the programs that the PPL has to offer

CHAIR REPORT: No report (due to Board Chair's absence)

CEO REPORT:

- "In The Loop" details were presented to all board members
- Bethea will initiate contact with local business owners inquiring if they wish to participate in "In The Loop"
- 3 new circulation desk assistants have been hired
- Patti is retiring April 30 and the board is invited to attend a small gathering in her honour at 4pm



- There were 8 entries in the writing contest, the contest will be closed, a winner will be chosen from the 8 and the PPL will provide the prize as the publisher does not provide the prize under 40 entries. In the future the PPL will partner with neighbouring libraries in an attempt to get enough entries in order to participate fully in the contest
- The annual survey will be reported to the Ministry of Tourism, Culture and Sport, due May 31
- The board was apprised of the various grants that the library will be applying for

FINANCIAL REPORT:

- Books fiction and non fiction usage increased
- Children's usage increased
- The new budget has been adapted

PROPERTY REPORT: Chantelle

- Cam Bimm from Henry's has been contacted in regards to acquiring a TV for the boardroom.
- Karthi contacted Wade Construction in order to replace the washroom sink, additional quotes will be requested from other companies, a contractor will then be selected
- Jason Jamieson was contacted in repair concrete. A quote will be provided once the snow melts
- Sunshine signs provided an estimate to replace the signs for better visibility

MOTION TO ACCEPT ALL REPORTS: 19:15 M/Brian S/Bethea /Carried

NEW BUSINESS:

- Brian suggested that the PPL become a smoke-free property to comply with Ontario legislation that smoking within 9 meters of the entrance is not permitted, the appropriate library policy will be updated and signs will be procured and posted at appropriate locations
- Kumar recommended that a newspaper article be written to inform the public of the new policy
- Brian recommended that the library present proposals to various committees around the community on potential programs that can be hosted by the library in order to take advantage of various funds set aside for programming
- Brian advised that the City of Pembroke will put out a quarterly newsletter, Karthi requested that the library newsletter be included. Karthi will contact Heather Sutherland.

MOTION TO MAKE THE PEMBROKE PUBLIC LIBRARY A SMOKE-FREE AND VAPE-FREE PROPERTY AND REMOVE THE BUTT BOX: 19:16 M/Kumar S/Brian /Carried

MOTION TO ADJOURN: 8:00 p.m. 19:17 M/Bethea S/Kumar / Carried.

NEXT MEETING: Thursday, April 18, 2019 at 6:30 p.m.



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

Acting Board Chair

Elizabeth Brose-Murphy (Vice-Chair)

CEO

Karthi Rajamani