



## **Pembroke Public Library BOARD MINUTES**

Thursday, April 18, 2019

6:30 p.m.

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

**Absent:** Bethea Summers

**Board Minutes:** Carrie-Ann Bray

### **CALL TO ORDER**

Meeting called to order at 6:35 p.m.

**APPROVAL OF AGENDA:** 19:18 M/Brian S/Elizabeth / Carried

**APPROVAL OF MINUTES:** 19:19 M/Brian S/Kumar / Carried

### **BUSINESS ARISING FROM MINUTES:**

- Chantelle briefed the board members on the presentation given to PMFRC representatives by Anna on the services that the library offers. Another group from Canadian Military Life Magazine will be coming to get the same presentation on Monday April 29<sup>th</sup>.
- Kumar will be promoting the libraries services at the hospital.
- Brian followed up regarding the removal of the butt box and the signs implement the smoke-free property, Karthi will advise the board once a quote has been received and send it for board approval.
- Karthi is still waiting to hear back regarding the TV.

### **CORRESPONDENCE:**

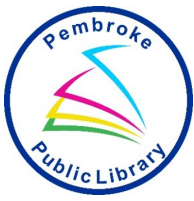
- Karthi distributed 2 emails
- Karthi corresponded with the person in charge of the Victoria street renovations
- Karthi proposed applying for a grant which would allow the library to purchase the former firehall and turn it in to library parking.

### **CHAIR REPORT:**

- Keith addressed concerns regarding going off topic, and board meetings running long and asked the board to re-acquaint themselves with the information in the board package given to each board member at the beginning of the year.

### **CEO REPORT:**

- Bonnechere Union Public Library sent a letter congratulating the Pembroke Public Library on the accreditation
- New circulation assistants has started work and all is going well.
- Simon will be starting as a full-time permanent employee
- A new organizational chart and will distribute once complete
- SOLS budget cuts were discussed and the impacts on the Pembroke Public Library briefly discussed



- Karthi suggested reaching out to neighbouring libraries to set up a resource sharing program outside of SOLS
- The writing contest is over and the winner will be announced shortly.
- The library is hosting an Indian meal, hosted by Karthi, June 13<sup>th</sup> which will include a demo and a 4-course meal, tickets will be \$50 and this will be a fundraiser for the library.
- “In The Loop” details were presented to all board members, Karthi will initiate contact with local business owners inquiring if they wish to participate in “In The Loop”
- Karthi requested to postpone the May meeting to Thursday May 23, the board agreed.
- The board was updated on the clean-up taking place in the vault, outlined how the library is meeting document retention requirements
- The board was updated on the “Human Library” event that took place, it was a success and Karthi would like to continue this event on a yearly basis and hopes to expand to a larger location in the years to come.
- A free tax clinic was held over tax time and the clinic was able to help 47 low income persons complete their federal taxes.
- Performance evaluations are in progress, Karthi will be completing them on an on-going basis. She will also be taking this time to update the job descriptions
- Patti is retiring April 30 and the board is invited to attend a small gathering in her honour at 4pm
- The board was apprised of the various grants that the library will be applying for
- A multicultural event will happen in 2019 at the Knights of Columbus hall.

#### **FINANCIAL REPORT:**

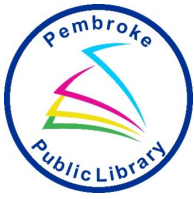
- A monthly report stats overview was presented to the board.
- Keith explained to the board that the Laurentian Valley from 2013-2017 were calculated in one way and the 2018 was as per the contract. 2019 budget will be as per contract.
- Item 3.1 of the contract was discussed, Karthi found an email that provided an example of how the LV fees were to be calculated from Dean Sauriol, CAO, Laurentian Valley, this example did not reflect correctly the details of the contract.
- Karthi provided the board with the current budget and opened the floor to recommendations on where to cut to make up \$4124.
- The board agreed that reserves will need to be used to make up the \$4124 deficit.
- Karthi recommended forming a committee to go over the contract with Laurentian Valley in order to ensure that the contract is fair for both parties going forward in 2020.

**MOTION TO RECALCULATE LAURENTIAN VALLEY FUNDING FOR 2019 CONTRACT 19:20**  
M/Ron S/ Brian /Carried

**MOTION TO TAKE \$4124 FROM THE RESERVES TO COVER DEFECIT 19:21** M/Chantelle  
S/Brian /Carried

#### **PROPERTY REPORT:**

- There was a complaint or concern with the process that the Pembroke Public Library uses to advertise contract work for library
- The Board determined that it would be beneficial to ensure all contracting work required by the



library be advertised in the library website.

- Cam Bimm from Henry's has been contacted in regards to acquiring a TV for the boardroom, Karthi will follow up.
- Karthi contacted Wade Construction for an additional estimate for the basement sink and vanity. Additional quotes from other companies will be requested.
- Jason Jamieson was contacted to provide a quote for concrete repair
- Sunshine signs provided an estimate to replace the signs for better visibility

**POLICY:**

- Policy review, Karthi provided the board with policies for review and renewal **OP-03, HR-07, HR-08, HR-09**

**MOTION TO APPROVE 3 POLICIES** 19:22 M/Brian S/Ron /Carried.

**MOTION TO ACCEPT ALL REPORTS:** 19:21 M/Elizabeth S/Chantelle /Carried

**NEW BUSINESS:**

- Elizabeth requested that the winner of the public speaking do their speech on libraries
- 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 news paper article be written to inform the public of the new policy
- 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 to action this.

**MOTION TO ADJOURN:** 8:00 p.m. 19:23 M/Ron S/Elizabeth / Carried.

**NEXT MEETING:** Thursday, May 23, 2019 at 6:30 p.m.

**Board Chair**  
Keith Watt

**CEO**  
Karthi Rajamani