



Pembroke Public Library

BOARD MINUTES

Thursday, May 23, 2019

6:30 p.m.

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

Absent: Ron Gervais

Board Minutes: Carrie-Ann Bray

Fred Sinclair presented to the board the findings and a review of the independent audit.

CALL TO ORDER

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

APPROVAL OF AGENDA: 19:24 M/Brian S/Bethea / Carried

APPROVAL OF MINUTES: 19:25 M/Brian S/Chantelle / Carried

BUSINESS ARISING FROM MINUTES:

- The 4th bullet point from April minutes will be changed to clarify that Karthi will advise the board once a quote has been received and send it to the board for approval.
- Under correspondence-Elizabeth requested that "former" be added before firehall
- Under the CEO report-Chantelle requested that the proposed multicultural event that may occur in 2020 be mentioned in the minutes.
- Under Financial report-Keith requested that the second bullet point indicate that 2019 calculation will be as per the contract.
- Under Financial report-Keith requested that the 3rd bullet point clarify that the example in question was not written as per the contract therefore was inaccurate.
- Under Financial report-Keith requested that the 6th bullet point specify "going forward in 2020"
- Keith requested that in motion 19:20 the word renegotiate be changed to recalculate.
- Motion 19:23 to be corrected to M/Ron S/Elizabeth/ Carried

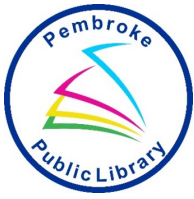
CORRESPONDENCE:

- Karthi received an email from OLA assuring her that there will be no additional funding cuts

TRUSTEE COUNCIL REPORT:

- Elizabeth and Chantelle presented an overview of the meeting that they attended in Eganville which included a presentation by Peggy Malcolm from SOLS. Literature on how to hold effective board meetings and be an effective board member were provided and will be photocopied and distributed to the PPL board members for their reference.

CEO REPORT:



- The PPL applied for the Canadian Tire accessibility grant, Karthi advised the board that the application was denied.
- Patti's position has been posted and will be posted for 7 days; this is a 19hr/week position due to restructuring
- Speed Pro signs will be providing a quote for the following:
 - no smoking signs for the entrances,
 - handi-cap parking signs for the back-parking lot,
 - staff and patron parking signs a for the back-parking lot,
 - a stop sign for the driveway, and;
 - a sign advising patrons that all material returned after close on the due date will be considered overdue for the book return box.
- The painting in the back stairwell is almost completed.
- The storeroom painting has been completed.

FINANCIAL REPORT:

- Karthi provided the board a more in-depth explanation of some of the points highlighted by the internal auditor Fred Sinclair.
- The security gates require replacing, Karthi to get quotes and present them to the board. This should cost approximately \$20,000.
- The computer systems require upgrading, Karthi to get quotes and present them to the board. This should cost approximately \$10,000. Brian recommended obtaining a quote from Richard Barber from TG computers
- Keith suggested that these request for quotes be added to the website
- Karthi will be using the fundraising funds of \$17,000 to purchase new chairs for the boardroom, new kitchen cabinets and a new couch for the kitchen as well as the new TV for the boardroom.
- Karthi informed the board that the library stats are going up.

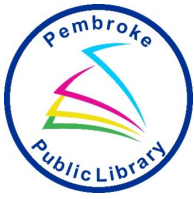
MOTION TO AUTHORIZE KARTHI TO GET QUOTES FOR SECURITY GATES, FOR APPROXIMATELY \$20,000 AND FOR UPGRADING COMPUTER SYSTEMS FOR APPROXIMATELY \$10,000 19:26 M/Elizabeth S/Bethea /Carried

PROPERTY REPORT:

- The ceiling in the CEO's office and the staff bathroom is currently being repaired by Wade Construction.
- Wade will also be providing a quote on replacing the wood on the exterior of the building with metal of the same colour
- Karthi advised that the reading room floor will be replaced. The boardroom floor and kitchen floor will be replaced if it is found that the funds are available

MOTION TO REPLACE THE FLOORING IN THE READING ROOM 19:27 M/Bethea S/Kumar / Carried

MOTION TO APPROVE THE REPLACEMENT OF THE EXTERIOR SOFFIT OF THE LIBRARY FROM WOOD TO METAL TO ENHANCE MAINTENANCE 19:28 M/Brian S/Chantelle / Carried



MOTION TO ACCEPT ALL REPORTS: 19:29 M/Elizabeth S/Bethea /Carried

NEW BUSINESS:

- Chantelle has been working towards arranging a meeting between all the libraries in the area and John Yakabuski's office to discuss the impacts of the cuts to funding. Date and time to be determined.
- Kumar has made contact with the hospital and the heart and stroke foundation and they advised that if the library contacts them and advises how they can help, they will help
- Chantelle provided a military update-June 3rd will be the 3rd and final meeting. Anna made 2 presentations, one to the executive of the PMFRC and the executive for the CSOR division of the family resource centre and then Monday June 3rd they will be presenting to the Base Commander.

MOTION TO ADJOURN: 8:00 p.m. 19:30 M/Brian S/Elizabeth / Carried.

NEXT MEETING: Thursday, June 20, 2019 at 6:30 p.m.

Board Chair
Keith Watt

CEO
Karthi Rajamani