

Pembroke Public Library BOARD MINUTES

Thursday, September 19, 2019
6:30 p.m.

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

Absent:

Board Minutes: Carrie-Ann Bray

CALL TO ORDER

Meeting called to order at 6:36 p.m.

APPROVAL OF AGENDA: 19:62 M/Elizabeth S/Bethea / Carried

APPROVAL OF MINUTES: 19:63 M/Elizabeth S/Kumar / Carried

BUSINESS ARISING FROM MINUTES:

- Karthi clarified that the library does not provide transportation to outside activities

CORRESPONDENCE:

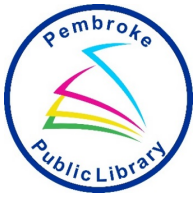
- Karthi will send link and the steps to follow for the board to access the SOLS newsletter, webinars, and the governance best practice workshop
- Friends of the library sent an email to Karthi regarding fundraising efforts. They have raised \$600 in total. The funds are with the Friends of the Library and Karthi will let them know when the funds are required.
- The Friends of the Library have offered to help with the satellite library as well as with the Christmas Vendor show December 14th
- The Friends of the Library's annual general meeting will be November 19th at 6:15pm

BOARD CHAIR REPORT:

- Wade completed the flashing renovations completed on the exterior of the library as well as the back ramp

CEO REPORT:

- Summer was very busy-well attended summer programs-summer program was included in board package
- The library received an \$800 donation from Alice & Fraser Minor Sports Association
- \$5000 raised over the summer by the library through summer programs and fundraising efforts
- Karthi went downtown store to store and was able to get 10 stores to participate in the "In the loop"



program

- Bethea will add the “In the Loop” info to her newsletter
- 10 new computers were purchased for the use of the library
- Wireless printing is now available at the library
- Local history will be digitized-software will need to be purchased in order for the documents to be made searchable
- Karthi received 3 long bookcases and 2 additional 2-sided bookcases free from centennial college, they will be stored in the old fire hall until the floor is complete in the reading room
- Chantelle helped get a contact Alex Decare who will assemble the shelves once they need to be done
- Karthi applied for the Canadian Tire Grant
- Karthi and Simon will be attending the Trillium grant workshop for grant writing training
- Two student positions are going to be created. These positions will be non-union positions. This will be open to high school, college and international students.
- A new staff seniority list and a new Organization Chart have been completed
- Over the Christmas season the library will be closing 23rd, 24th, 25th, 26th

MOTION TO ALLOW THE LIBRARY TO CLOSE ON MONDAY THE 23 DECEMBER, 19:64

M/Brian S/Bethea /carried

- Repairs and to the ramp, furnace room floor, and staff bathroom have been completed by Roger
- The work to floor in the non-fiction room has been completed
- Karthi advised the board that the adult washrooms require renovations
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MOTION TO RENOVATE THE ADULT BATHROOMS 19:65 M/Bethea S/Brian /carried

- Signs for no smoking and vaping are ready and will be installed once the construction is completed at the end of November
- Karthi will not be able to attend the October meeting, therefor the meeting will be cancelled unless something urgent comes up requiring a meeting

MOTION TO CANCEL THE OCTOBER MEETING UNLESS THERE IS AN EMERGENCY BUT IF NEED THE CHAIR CAN CALL A MEETING 19:66 M/Bethea S/Elizabeth /carried

- The website will be amended to reflect cancelled board meeting

FINANCIAL REPORT:

The library raised \$5000 as well as saved \$5000 by hiring through Algonquin Employment Services for the circulation assistant position

MOTION TO CALL FOR IN CAMERA SESSION 19:67

MOTION TO MOVE OUT OF CLOSED SESSION MEETING 19:68 M/Ron S/Bethea /Carried



PROPERTY REPORT:

- The ceiling has been repaired in Karthi's office
- The staff washroom project will begin June 21, 2019
- Karthi received a quote for non-fiction reading room floor for \$4500 and the concrete sidewalk for \$3800 and requested that the funds from the capital be used for these repairs
- Currently the front fascia is all wood, Keith suggested that it be replaced with metal. A quote was received for \$8757.50.

MOTION TO USE MONEY FROM CAPITAL TO PAY FOR CEILING, STAFF BATHROOM, FASCIA OF THE BUILDING, READING ROOM FLOOR AND CONCRETE SIDEWALK 19:69 M/Bethea S/Chantelle /carried

- Karthi got a quote for the kitchen cabinets in the staff room and suggested using the fundraising fund to cover the cost of the upgrade
- Karthi requested to use general maintenance to replace staff kitchen floor

MOTION TO USE FUNDS FROM THE FUNDRAISING FUND TO REPLACE THE KITCHEN CABINETS AND PURCHASE A COUCH IN THE STAFF ROOM AND USE THE GENERAL MAINTENANCE BUDGET TO REPLACE THE STAFF KITCHEN FLOOR 19:70 M/Chantelle S/Bethea /carried

POLICY:

- There has been an on-going discussion on whether the library should be a smoke free/vape free property or whether the policy should be no smoking and no vaping within 9m of the building.
- Bethea recommended changing the policy to make the library a smoke and vape free property, the board agreed.
- Bethea advised that the health unit may provide signs to the library, Karthi will inquire.
- Karthi is in contact with SpeedPro and they will provide parking signs, no smoking and vaping sign, stop sign for the driveway, and a drop box sign.
- Karthi advised the board that there is a wall in the basement that is deteriorating and Wade advised that it may contain asbestos, Ron to inquire with City Hall

MOTION TO ACCEPT ALL REPORTS: 19:71 M/Bethea S/Elizabeth /Carried

NEW BUSINESS:

- Ron presented the OPP's Safe Guard Ontario program in an effort to prevent preventable thefts starting with engraving services and providing literature and asked whether the library would be willing to lend the materials such as the engraving machines to community members.
- Karthi said that borrowers would need to have a library card, the engravers and literature can be catalogued and usage can be tracked.



- Bethea suggested a memorandum of understanding for whom is responsible if an item is not returned to the library
- The police service board would like to have this in place in 2019
- Rural library conference in Arnprior, Karthi and a couple other staff will attend oct 4 and 5
- On September 24 Karthi will deliver a presentation to the ECE program at Algonquin College on how music and dance can be incorporated in to children development
- Karthi requested multicultural event feedback from board, Brian attended and praised the event attendance and suggested that the entertainment be slightly shortened.
- Ron questioned what is next for the multicultural event and Karthi expressed interest in making it as big as possible, potentially moving to the armouries or the PMC and include food trucks etc incorporating the entire valley
- Brian recommended the Germania Hall as well
- The City has the potential to waive the cost of the PMC, Brian offered to help with logistics
- Brian also suggested an afternoon parade to the PMC
- The tentative timeframe for the next multicultural event is the second week of September 2020
- Chantelle inquired about financial effect of SOLS cuts-Approximately \$100-\$200 has been spent to date on postage for interlibrary loans

MOTION TO JOIN IN THE OPP PROGRAM PENDING AN AGREED MEMORANDUM OF UNDERSTANDING 19:72 M/Brian S/Bethea /carried

MOTION TO ADJOURN: 8:05 p.m. 19:73 M/Ron S/Elizabeth /carried.

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

Board Chair
Keith Watt

CEO
Karthi Rajamani