

## **Regular Meeting of Rideau Lakes Public Library Board**

### **Where:**

Portland Branch 2792 Highway #15

### **When:**

Wednesday, May 28, 2014 at 10 am

### **Agenda**

- 1) Call to order
- 2) Approval of agenda
- 3) Declaration of conflict of interest
- 4) Approval of minutes
- 5) Business arising from minutes
- 6) Correspondence
- 7) Chair's remarks
- 8) CEO report
- 9) Archives? Progress in renovations?
- 10) Strategic planning update
- 11) Friends of the Library
- 12) Financial statement
- 12) Date of next meeting

## CEO's report May 2014 Highlights

- The transfer to Enterprise has now started –Christine is working with Amanda from Brockville on the process – we hope that it will be up and running by early July- there will be some clean-up of the catalogue required before we go live as well as working with Brockville's web person to customize the site- brochures etc. will have to be changed
- The forms for the Annual Survey are now online and we expect to get this completed by early June- since it will be Christine's first time doing it under my direction it may take a little longer
- As you know, there was a robbery in Newboro this month – the township is changing the locks and have requested we keep a checklist of all staff members who currently have keys- we are going to be investing in bolted safes at the branches
- Rob from the township feels that the work on the Archives can start fairly soon once the docks are in
- We have been in contact with KEYS (Kingston Employment) about the provincial grant for youth – they have suggested that we go for it earlier than later since it may be cancelled after the election- so far we have received about 21 resumes for the position of youth programmer/reading recovery person although only about five have the actual experience we are looking for – the closing date is May 23/14
- Tech programming resumes in June and July although we will be cancelling it in August due to vacation leave
- The planning for the Dewey Divas is done and we will report back to the Board at our meeting next week– to date 63 individuals have registered for the program
- Olivia our current page will be replacing Megan Lyons as our summer student – Megan has been offered a job at the library at McMaster
- We have now received the WHIMS video from the province for more staff Health and Safety training at our next meeting – we are working with the township on providing library facilities for the roads crew and Beverley Park Crew to complete their online qualifications in Health and Safety to cover new legislation