

## Library Board Minutes October 2019

The Rideau Lakes Public Library Board held a meeting at the Portland Branch on Thursday October 24th, 2019 at 12:00 p.m.

**Roll Call** was taken and the following Board Members were in attendance: Doug Franks, Peggy Fletcher, Maxine Weber, Pam Cairncross (remote access) and Marcia Maxwell.

Regrets: Howard Sedding, Mandy Fleming, Becky White-Thompson, Derik Hodgson.

Staff: Vicki Stevenson.

**Introductory remarks:** Maxine Weber shared the Auditor's letter from Allen & Partners.

Explanation of Closed Session regarding personnel matters (CEO annual evaluation)

RESOLUTION #19-40

Moved by: Peggy Fletcher

Seconded by: Marcia Maxwell

The Rideau Lakes Public Library Board agrees to go in camera at 1:15 pm to discuss a personnel matter.

Carried.

### **Adoption of the Agenda**

Added in e) Budget 2020 Cost of living allowance increase, f) OLA Superconference attendance January 29 – February 1 2020, Advocacy: [ebooksforall.org](http://ebooksforall.org)

Moved by: Marcia Maxwell

Seconded by: Doug Franks

The Rideau Lakes Public Library Board approves the Agenda.

Carried.

**Declaration of Conflict of Interest.** None.

### **Adoption of Consent Agenda items**

There was a discussion and update on Grant Advance that shows a lot of promise as a service to land funding from Foundations. South Elmsley statistics were also discussed.

RESOLUTION #19-41

Moved by: Peggy Fletcher

Seconded by: Pam Cairncross

The Rideau Lakes Public Library Board approves the Consent Agenda items: September 2019 Board Minutes, the October CEO report, and the September statistics.

Carried.

**For Discussion:**

a) Policy review:

- R-3 Health, Safety & Emergencies,
- R-4 Working Alone,
- R-5 Prevention of Workplace Violence, (Board asked for a reminder to staff to test personal alarm buttons FOBs)
- F-4 Discrimination and Harassment

RESOLUTION #19-42

Moved by: Doug Franks

Seconded by: Peggy Fletcher

The Rideau Lakes Public Library Board has reviewed and has no changes to R-3 Health, Safety & Emergencies, R-4 Working Alone, R-5 Prevention of Workplace Violence, F-4 Discrimination and Harassment Policy.

Carried.

b) Strategic Plan update:

- Committee met October 22, 2019.
  - Communication (Board/ Community marketing committee, Visibility and promotion, Outreach, Branding, Rideau Lakes History centre visibility)
  - library spaces (Facility plan guide for South Elmsley as model, Workflows, space use and accessibility, Indoor and outdoor space)
  - Services (Collections – match needs, Possible consolidation, Technology, Special Services)
- Mission and Vision statement refinement to follow
- Present to Council in December

c) South Elmsley Relocation update

- Tour by Mike Dwyer, Marcia Maxwell and Vicki Stevenson Thursday October 17<sup>th</sup> at the South Elmsley O.P.P. complex was very positive. There will be a second tour in November with a consultant.
- There will be a Canada Infrastructure grant application submitted by November 12, 2019 through the Township of Rideau Lakes to support the renovation costs.

d) Reciprocal borrowing:

- Gananoque Public Library, Elizabethtown-Kitley Township Public Library
- Perth & District Union Library official agreement letter presented.

RESOLUTION #19-43

Moved by: Pam Cairncross

Seconded by: Marcia Maxwell

The Rideau Lakes Public Library Board enters in to a reciprocal borrowing arrangement as outlined in the letter of agreement dated October 24<sup>th</sup>, 2019 and to commence November 1, 2019.

Carried.

e) Budget 2020

- Recommend keeping a low Cost of living allowance (COLA) for next budget
- 1.5% will allow for pay equity maintenance and is in keeping with the consumer price index for September 2019 at 1.7%

RESOLUTION #19-44

Moved by: Pam Cairncross

Seconded by: Doug Franks

The Rideau Lakes Public Library Board approves the 1.5% pay increase to cover Pay Equity Maintenance and Cost of Living Allowance to be used in the draft 2020 budget.

Carried.

f) Attendance at the OLA Superconference January 29 to February 1 2020

- Maxine interested in attending and a follow up email will be sent out.

**Advocacy update:**

#Ebooksforall campaign will be shared through social media.

**Financial statements:**

Question about Administration Costs for fundraising, which was the subscription cost for Grant Advance.

RESOLUTION #19-45

Moved by: Pam Cairncross

Seconded by: Peggy Fletcher

The Rideau Lakes Public Library Board accepts the October 2019 financial statements.

Carried.

**Friends of the Library:**

- Laura Lee attended the October 10, 2019 meeting of the Friends and they discussed fundraising issues, the upcoming community grant from the Township of Rideau Lakes, and reframing the Reading Boost program.
- Friends are looking for a liaison from the Library Board.

**Closed session:** The Rideau Lakes Public Library entered into the in-camera session at 1:15 pm

**Adjournment:** Meeting adjourned at 1:30 p.m. moved by Peggy Fletcher, seconded by Marcia Maxwell.

**Next meeting:** The next Library Board meeting will be the Portland Branch November 28, 2019 from 12 pm to 1:30 p.m.