



# **TOWN OF PELHAM PUBLIC LIBRARY**

## **LIBRARY BOARD MEETING MINUTES**

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**OUR MISSION:** The mission of the Town of Pelham Public Library is to engage, encourage and enrich our community in its pursuit of life-time learning as the cultural and informational heart of Pelham.

### **MINUTES OF MARCH 27, 2019**

**Location:** Pelham Public Library, Maple Acre Branch

**Present:** Councillor Marianne Stewart, Donald Brown, Gwendoline MacDougall, Catherine McPherson, Nicole Nolan, Gail Pepper, Madison Smith

**Staff:** Amy Guilmette (Acting CEO), Jo-Anne Teeuwsen (Acting Deputy CEO)  
Jennifer Fulop (minutes)

**Regrets:** Tim Wright, Greg Lewis (on leave)

#### **1. Call to Order**

- The meeting was called to order at 5:00 p.m. by D. Brown who was appointed Chair of the meeting by T. Wright.

#### **2. Approval of the Agenda**

- Moved by G. MacDougall, seconded by M. Smith  
That the agenda for the meeting of March 27, 2019 be approved and the reports and correspondence listed on the agenda be received for discussion/action. **CARRIED.**

#### **3. Conflict of Interest Declarations**

- None

#### **4. Approval of the Minutes**

- Moved by C. McPherson, seconded by N. Nolan  
That the minutes of the Library Board meeting of February 27, 2019 be approved as presented. **CARRIED.**

#### **5. Library Reports**

##### **5.1 Acting CEO's Report**

- Moved by C. McPherson, seconded by N. Nolan  
That the March 2019 Manager's Report be received. **CARRIED.**
- Board suggestions for the Acting CEO – Keep an ongoing list of donors for Makerspace equipment and compile a document comparing the operating



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budgets of libraries of similar size to the Pelham Public Library's operating budget.

### **6. Library Board Orientation #3**

- The Library Board received a presentation from the Library's Manager of Technical Services Jo-Anne Teeuwesen regarding the role of Technical Services in the Library

### **7. Finances**

#### **7.1 December 31, 2018 Consolidated Financial Report**

- The projected deficit for 2018 is \$13,625 due to the fact that Saturday hours and vacation replacements were not accounted for in the 2018 budget.
- Moved by G. Pepper, seconded by N. Nolan  
**That the updated December 31, 2018 Consolidated Financial Report be received. CARRIED.**

#### **7.2 February 28, 2019 Consolidated Financial Report**

- Moved by C. McPherson, seconded by G. MacDougall  
**That the February 28, 2019 financial report be received. CARRIED.**
- A. Guilmette noted that approximately \$10,500 has been saved from salaries & benefits by the end of February due to the vacant CEO position.

#### **7.3 February 2019 Charitable Account Summary**

- Moved by G. Pepper, seconded by M. Smith  
**That the February 2019 Charitable Account Summary be received. CARRIED.**

### **8. Library Board Reports**

#### **8.1-8.4 Reports of the Personnel (Hiring) Committee and Finance Committee**

- The CEO application deadline is Friday, March 29<sup>th</sup>. The Hiring Committee will meet on April 10<sup>th</sup> select applicants to be interviewed.
- HVAC system repairs for Maple Acre will be placed on the Agenda for the next Finance Committee meeting.
- Moved by G. Pepper, seconded by M. Stewart  
**That the report of the Personnel (Hiring) Committee meeting of March 6, 2019 and the report of the Finance Committee meeting of March 20, 2019 be received. CARRIED.**



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## **8.5 Draft Summary of the Finance Committee Budget Request/Presentation to Council**

- Three budget options were presented by the Finance Committee
- Moved by G. Pepper, seconded by N. Nolan  
**That the Pelham Public Library Board present Town Council with their original budget request with the rationale that the Library cannot operate without it. CARRIED.**
- D. Brown and G. MacDougall will present the budget request at the next Town Council Meeting.

## **8.6 Councillor's Report – Marianne Stewart**

- Nothing to report

## **8.7 Maple Acre Friends' Report – Madison Smith**

- The annual Maple Acre Friends BBQ will take place on Friday, May 24<sup>th</sup> from 4-7p.m. at Maple Acre. Come on out for hamburgers, hotdogs, and pie! Stay for the Fenwick Parade at 7:00 p.m.

## **8.8 Town of Pelham Seniors Advisory Committee**

- G. MacDougall will sit on the committee as the Library Board Representative
- Nothing to report

## **8.9 Pelham Art Festival**

- Media Day – April 13<sup>th</sup>
- The Library Board will inform the Pelham Art Festival that Donald Brown will be the Library Board Representative for 2019.

## **9. New and Other Business**

### **9.1 Indemnification of Board Members**

- The question of adding/changing the by-laws to outline the indemnification of Board members will be added to the agenda of the next meeting of the Policy and Planning Committee.



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### 9.2 Director's Liability

- The Library Board will invite Tim McAvoy to visit a Library Board meeting and answer questions regarding insurance.
- C. McPherson left at 7:00 p.m.

### 10. Items for Information


- Moved by M. Stewart, seconded by G. MacDougall  
**That the information on the FOPL/OLA call to action, and the SOLS Library Board Welcome letter be received. CARRIED.**


### 11. Adjournment

- Moved by G. Pepper  
**That the Library Board meeting of March 27, 2019 be adjourned at 7:10 p.m. CARRIED.**

**The foregoing minutes were approved by the Town of Pelham Public Library Board on**

April 24, 2019  
(date)

  
Amy Guilmette, Secretary

  
Tim Wright, Chair