



TOWN OF PELHAM PUBLIC LIBRARY

LIBRARY BOARD MEETING MINUTES

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 MAY 22, 2019

Location: Pelham Public Library, Festival Room, Fonthill Branch

Present: Tim Wright (Chair), Councillor Marianne Stewart, Greg Lewis, Gwendoline MacDougall, Catherine McPherson, Nicole Nolan, Gail Pepper, Madison Smith

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

Regrets: Donald Brown

1. Call to Order

- The meeting was called to order at 5:00 p.m. by T. Wright

2. Approval of the Agenda

- The following amendments were added to the agenda:
 - 3.1 In camera session under Conflict of Interest for discussion of matters about an identifiable individual
 - 6.2 Letter to the Ministry of Tourism, Culture and Sport regarding cuts to SOLS
 - 9.1 Draft copy of the Hiring/Personnel Committee minutes of May 2, 2019
 - 9.2 Draft copy of the Finance Committee minutes of May 2, 2019
 - 10.2 In camera session for discussion of matters about an identifiable individual
- Moved by G. MacDougall, seconded by N. Nolan
That the agenda for the meeting of May 22, 2019 be approved as amended and the reports and correspondence listed on the agenda be received for discussion/action. CARRIED.

3. Conflict of Interest Declarations

- None

3.1 Resolution to Move to Closed Session

- Moved by C. McPherson seconded by G. MacDougall



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That the Board now move into closed session at 5:03 p.m. for reasons permitted under the Public Libraries Act re: discussion of matters about an identifiable individual. **CARRIED.**

- Moved by M. Smith, seconded by G. Pepper

That the Board rises from closed session at 5:05 p.m. with report. **CARRIED.**

- Moved by G. Pepper seconded by C. McPherson

That the Board welcome back Greg Lewis as a Pelham Library Board member in full standing following his 3 month leave of absence that began February 27, 2019. **CARRIED.**

4. Guest Speaker - Tim McAvoy, Consulting Group (insurance coverage)

- The Board received an overview of insurance coverage for Board members, Library volunteers, and the Library collection.

5. Approval of the Minutes

5.1 Minutes of the Library Board Meeting of April 24, 2019

- Moved by C. McPherson, seconded by M. Smith
That the minutes of the Library Board meeting of April 24, 2019 be approved as presented. **CARRIED.**

6. Business Arising from the Minutes

6.1 Options for new operating hours

- Moved by N. Nolan, seconded by G. MacDougall
That due to a frozen budget revenue allocation for 2019, the Board endorses the implementation of Option #1 from the material as presented by the Acting CEO for operating hours to begin on July 1, 2019; and operating hours are to be reviewed as part of the 2020 budget preparation. **CARRIED.**

6.2 Letter to the Ministry of Tourism, Culture and Sport regarding cuts to SOLS

- Moved by G. Lewis, seconded by G. MacDougall
That the letter to the Minister of Tourism, Culture, and Sport be approved as amended. **CARRIED.**

7. Library Reports



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7.1 Manager's Report

- A. Guilmette reported that the provincial interlibrary loan software may be available again in June for libraries to place requests from each other. Pelham will wait to learn more about what will be offered as well as potential costs before making a recommendation to the Board.
- Moved by N. Nolan, seconded by C. McPherson
That the April 2019 Manager's Report be received. CARRIED.

8. Finances

8.1 April 30, 2019 Consolidated Financial Report

- Moved by G. Pepper, seconded by G. Lewis
That the April 30, 2019 Consolidated Financial Report be received. CARRIED.

8.2 2019 Library Operating Budget Broken Down by Department

- A. Guilmette presented a report comparing the 2019 budget breakdown to the 2018 budget and 2018 actuals and identified two areas of greatest risk: Provincial Grant for Internet Connectivity, and Repair/Maintenance costs for the two buildings.

8.3 April 2019 Charitable Account Summary

- Moved by M. Smith, seconded by C. McPherson
That the April 2019 Charitable Account Summary be received. CARRIED.

8.4 Purchase of 3D printer/makerspace equipment from charitable funds

- Moved by N. Nolan, seconded by M. Stewart
That the Board approves the use of \$5,000 in charitable funds from the Maple Acre Furnishings Campaign Fund to purchase makerspace equipment for the Maple Acre Branch. CARRIED.

9. Library Board Reports

9.1 Personnel (Hiring) Committee Report – T. Wright

- The Hiring Committee had suspended the CEO search in late April pending the outcome of Regional Governance Review and the committee had requested that the Acting CEO submit an interim staffing plan to the Board.



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9.2 Finance Committee Report – T. Wright

- The Finance Committee had requested that the Acting CEO present a breakdown of what makes up the 2019 consolidated budget report to the Board.

9.3 Councillor's Report – M. Stewart

- Nothing to report.

9.4 Maple Acre Friends' Report – M. Smith

- The Friends' BBQ will be held on May 24. There will be an opportunity to donate to the Library makerspace. Those who donate will have a chance to win one of two pies.

9.5 Town of Pelham Seniors' Advisory Committee Report

- No report given.

9.6 Pelham Art Festival Report – G. Lewis

- The 2019 Pelham Art Festival was very successful. The display boards are now stored at the Community Centre so next year's set up will be easier.
- The Library will request to make a presentation at the next PAF meeting.
- Moved by G. Lewis, seconded by M. Stewart
That the Personnel (Hiring) Committee report, the Finance Committee report, the Councillor's report, the Maple Acre Friends' report, and the Pelham Art Festival report be received. CARRIED.

10. New and Other Business

10.1 Memo: Library shutdown during winter holidays to reduce operating expenses

- Moved by C. McPherson, seconded by M. Stewart
That the Board approve the Library shut down for the first week of September, 2020. CARRIED.

10.2 Resolution to Move to Closed Session

- Moved by G. Pepper, seconded by N. Nolan
That the Board now move into closed session at 6:51 p.m. for reasons permitted under the Public Libraries Act re: discussion of matters about an identifiable individual. CARRIED.



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- Moved by M. Smith, seconded by N. Nolan
That the Board rises from closed session at 6:58 p.m. with report. **CARRIED.**
- Moved by C. McPherson, seconded by G. Pepper
That the Board approves the interim staffing plan as presented. **CARRIED.**

11. Items for information

11.1 Evergreen Conference Report 2019 – J. Teeuwsen

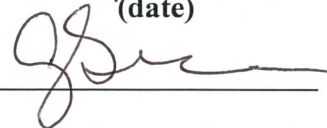
11.2 Bill 108 Proposed Changes to Development Charges Act – Watson & Associates Ltd.

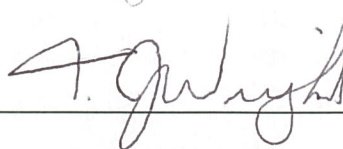
- Pending the municipal review, discussion about Fonthill branch renovations will be added to the Board agenda in Fall, 2019.
- Moved by G. Lewis, seconded by M. Smith
That Jo-Anne Teeuwsen's Evergreen Conference report and the Bill 108 Proposed Changes to Development Charges Act by Watson & Associates be accepted for information. **CARRIED.**

12 Adjournment

- Moved by G. Lewis, seconded by N. Nolan
That the Library Board meeting of May 22, 2019 be adjourned at 7:06 p.m. **CARRIED.**

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

July 4, 2019
(date)

Amy Guilmette, Secretary


Tim Wright, Chair