



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 OCTOBER 23, 2019

Location: Pelham Public Library, Maple Acre Branch, Meeting Room

Present: Tim Wright (Chair), Cathy McPherson, Nicole Nolan, Gwendoline MacDougall, Madison Smith, Gail Pepper, Greg Lewis

Staff: Amy Guilmette (Acting CEO), Brynley Eckhart (minutes), Jo-Anne Teeuwesen (Acting Deputy CEO)

Regrets: Councillor Marianne Stewart, Donald Brown

1. Call to Order/Regrets/Review Health and Safety Guidelines

- The meeting was called to order at 6:00 p.m. by T. Wright.

2. Conflict of Interest Declarations

- None

3. Guest Speaker – Clare Irwin

- C. Irwin provided an overview of the cataloguing job and tech support she provides to the Board.

4. Approval of the Minutes

4.1 Minutes of the Library Board Meeting of September 25, 2019

- Moved by G. MacDougall, seconded by M. Smith
That the minutes of the Library Board meeting of September 25, 2019 be approved as presented. CARRIED.

4.2 Minutes of the Special Board Meeting of October 2, 2019

- Moved by N. Nolan, seconded by G. Lewis
That the minutes of the Special Board meeting of October 2, 2019 be approved as presented. CARRIED.

4.3 Board Attendance List

- Nothing to report.



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5. Business Arising from the Minutes

5.1 a) Memo to the Board – UPDATE: Infrastructure Grant – New Library Build at MCC

- A. Guilmette made a presentation to the Board reviewing the primary takeaways from the conference she attended October 17-19, 2019 regarding library design. Guiding principles are recommended as the initial step in the design process and will be further discussed at the November Board meeting.

b) Library Information for Infrastructure Grant

- A. Guilmette provided the Board with an update from the grant proposal being written by the Town of Pelham in conjunction with the Library. Grant will be submitted before November 1, 2019.
- Moved by G. MacDougall, seconded by N. Nolan
That the Memo on the Infrastructure Grant and the new build at the MCC be received for information and that the Board agrees with the recommendation by the Acting CEO to support the Town's application for an Infrastructure Grant that will move the Fonthill Branch to the MCC as a new addition. CARRIED.

6. Library Reports

6.1 Manager's Report for October 2019

- A. Guilmette presented information from the October 2019 Managers' Report.
- Moved by M. Smith, seconded by G. Pepper
That the October 2019 Managers' Report be received. CARRIED.

7. Finances

7.1 September 30, 2019 Consolidated Financial Report

- A. Guilmette presented the September 30, 2019 Consolidated Financial Report to the Board.
- Moved by G. Lewis, seconded by N. Nolan
That the September 30, 2019 Consolidated Financial Report be received. CARRIED.

7.2 September 2019 Charitable Account Summary

- A. Guilmette presented the September 2019 Charitable Account Summary to the Board.
- Moved by M. Smith, seconded by N. Nolan
That the September 30, 2019 Charitable Account Summary be received. CARRIED.



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8. Library Board Reports

8.1 Councillor's Report (M. Stewart) – No report given

8.2 Maple Acre Friends' (M. Smith)

- Board was made aware the Christmas Craft Sale, run by the MA Friends is occurring November 22nd and 23rd, 2019 at the Fenwick Firehall.
- Board was made aware of meeting October 24, 2019.

8.3 Town of Pelham Seniors Advisory Committee (G. MacDougall)

- Board was made aware the Seniors Active Living Fair on October 1, 2019 was a success.
- Board was made aware of Fraud presentation happening November 27, 2019 at the MCC.

8.4 Pelham Art Festival Report (G. Lewis)

- Nothing to report
- Moved by G. MacDougall, seconded by G. Lewis
That the Councillor's report, the Maple Acre Friends' report, the Town of Pelham Seniors Advisory Committee report and the Pelham Art Festival report be received. CARRIED.

9. New and Other Business

9.1 2020 Board Meeting and Staff Development Schedule

- A. Guilmette presented the 2020 Board Meeting and Staff Development Schedule.
- Moved by G. Pepper, seconded by M. Smith
That the Library Board approve the Board Meeting and Staff Development Schedule as listed. CARRIED.

9.2 2020 Library Closure Dates

- A. Guilmette presented the 2020 Library Closure Dates, noting the Library closure from September 8-12, 2020.
- Moved by N. Nolan, seconded by G. Pepper
That the Library Board approve the Library Closure dates as listed. CARRIED.



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10. Adjournment

- Moved by G. Lewis, seconded by C. McPherson
That the Library Board meeting of October 23, 2019 be adjourned at 7:48 p.m. CARRIED.

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

Nov. 27, 2019
(date)

Amy Guilmette

Amy Guilmette, Secretary

Tim Wright

Tim Wright, Chair