

<b>Present</b>	Neil Salminen Joan Cardiff Bill Skinner Megan Postin Lynn Grinstead Karen DeLuca, Chief Librarian	<b>Regrets</b>	Elizabeth Stewart
		<b>Members of the public</b>	Frank Dugal

1. Chair called the meeting to order at 6:00 pm
2. Agenda - **Motion 2018-28 Moved by Joan Cardiff, seconded by Bill Skinner that the Agenda be approved circulated** - carried
3. No declarations of conflict of interest
4. Minutes  
**Motion 2018-29 Moved by Joan Cardiff, seconded by Lynn Grinstead that the minutes of the Regular Meeting of May 16, 2018 be approved as circulated** – carried.
5. **Business arising from the minutes**

#### 5.1. 2017 Financial Statements

**Motion 2018-30 Moved by Joan Cardiff, seconded by Neil Salminen that the 2017 Audited Financial Statements be approved as circulated** – carried.

#### 5.2. AdHoc Committee – Renovation Plan

Joan Cardiff reviewed the committee’s report outlining various renovation options including the addition of a 4 season solarium and relocation of office space to provide greater seating capacity for the general public. Both options dovetail with the Library’s Strategic Plan in providing additional space for programming and individual use. Financial options were reviewed (reserves, DC monies, fundraising)

Next steps: the CEO will contact Dreessen Cardinal Architects Inc. (formerly Farrow Architects who worked on the 2010 renovation of the building) to set up a consultation in the fall of 2018 to review various options for both an add-on as well as an interior redesign. Following the initial consult, the CEO will draft a letter to the Town asking permission to pursue changes to the building.

### 6. Librarian’s Report

#### 6.1. Financial Update

6.1.1 The monthly report was reviewed.

Revenue: 50% of the Arnprior Grant has been received and the second installment typically is issued in early summer; McNab/Braeside Council will review the updated agreement in the summer. The CEO will invoice the Township as soon as it has been approved; Fine revenue is down by 13% - likely due to the coming due notifications currently sent out by the system;

Expenditures: nearly all e-Resources invoices are paid in the first quarter of the fiscal year; Adult programming expenses are higher than budgeted due to spring

programming and deposits for the fall events.

6.1.2 The HST remittance has been re-submitted with the suggested amendments.

6.1.3 The Charitable Tax return will be submitted on June 21 now that the Trustee Information has been updated.

## 6.2. Administration

6.2.1. Information for the 2017 annual report was reviewed. The CEO will compile the information into a PowerPoint presentation and upload the PDF version to the website.

Requests will be made for presentations / distribution to the respective councils

### 6.2.2. Service Contract Review

The Board reviewed the updated figures for the Service Contract with McNab/Braeside as submitted by the Mayor of Arnprior. There was consensus that a meeting is not required to review the variance (based on population figures).

**Motion 2018-31 Moved by Joan Cardiff, seconded by Neil Salminen that the revised service contract fee structure be approved as presented by the Town of Arnprior. The CEO will invoice the township in the summer.**

6.2.3 Pay Equity review – Lynn Burkat & associates are expected to complete the review by August, pending information on the review the Town is conducting on the part time grid. summer.

6.2.4 Trustee Recruitment: SOLS is creating a document on best practice for the new board recruitment. The CEO will create a package for potential trustees (ready for distribution in Ontario Public Library Week.

## 6.3. Programming

6.3.1. New Year's Eve Gala – Caterer, Lumbertown has been confirmed. Megan Postin connected the library with a group of professional musicians in Ottawa who regularly perform at venues such as the Chateau Laurier and Britannia Yacht Club. The CEO will finalize details within the next few weeks.

6.3.2. The Summer Programming Calendar for children has been met with great fanfare and enthusiasm for free programming thanks to the Scharf Family Charitable Trust.

6.3.3. Adult Programming for the fall includes an encore concert by Sean McCann (September 29); a Tom Thomson inspired evening with the Algonquin Ensemble, storytelling by author Geoff Taylor and a full exhibit of local Tom Thomson inspired work.

6.4. Statistics were reviewed

6.5. Correspondence included a call for submissions for accessibility grant applications and several thank you cards in appreciation of staff and services.

7. **Strategic Plan Progress** – none to report

8. **Board members' advocacy activities:** None to report

9. **Other Business** – Annual Staff and Volunteer appreciation event to be held in October 2018. The CEO will invite staff and volunteers, including the children’s programming volunteers. The event will be held on a Friday afternoon at 5pm closing. Catered sandwiches and desserts to be sourced.
  
10. **Appointment of Executive for summer recess:** The Board will not meet again until September 2018. **Motion 2018-32 Moved by Bill Skinner, seconded by Lynn Grinstead that the executive (Maureen Sly Havey, Joan Cardiff and Neil Salminen) be responsible for Board decisions during July and August with any motions to be ratified at the regular September meeting – carried.**
  
11. **Date of the next meeting September 19, 2018**
  
12. **Adjournment - Motion 2018-33 Moved by Lynn Grinstead, seconded by Bill Skinner that the regular meeting of June 20 , 2018 be adjourned at 7:04 pm – carried.**