

Present	Maureen Sly Havey Neil Salminen Elizabeth Stewart Lynn Grinstead Karen DeLuca, Chief Librarian	Regrets	Joan Cardiff Bill Skinner
		Members of the public	Denis McNeil

1. Chair called the meeting to order at 6:00 pm
2. Agenda - **Motion 2018-34 Moved by Neil Salminen, seconded by Elizabeth Stewart that the Agenda be approved circulated** - carried
3. No declarations of conflict of interest
4. Minutes
Motion 2018-35 Moved by Neil Salminen, seconded by Lynn Grinstead that the minutes of the Regular Meeting of June 20, 2018 be approved as circulated – carried.
5. **Business arising from the minutes**
 - 5.1. **Executive Committee Summer** Report – Only decision was to open as a cooling centre on Canada Day. 231 people used the facility on July 1st. Staffing was minimal – The CEO and one other part timer for the duration.
Motion 2018-36 Moved Elizabeth Stewart, seconded by Lynn Grinstead that the Executive Committee for Summer be dissolved – carried.
 - 5.2. **Renovation Plan Update**
Dreessen Cardinal Architects have been contacted. A member of their team will come to the Library this fall to give input and preliminary ideas on an internal redesign and possible addition of a Solarium.
6. **Librarian’s Report**
 - 6.1. **Financial Update**
 - 6.1.1 The monthly report was reviewed.
The Town has inquired as to whether the library board would like to be included in its RFP for Auditing Services. Consensus is that the cost of pursuing auditing service on the Board’s own be prohibitive.
 - 6.1.2 The HST remittance has been settled for the years under the Town of Arnprior’s HST Audit. The CEO to contact the Town’s financial department to determine the exact due to and utter a cheque accordingly.

6.2. Administration

6.2.1. Pay Equity Update – Lynn Burkart is reviewing the library’s compliance with its original Pay Equity Plan. Her report is expected to be complete by the October meeting.

6.2.2. Staff and volunteer appreciation in October.

The Town of Arnprior will be hosting its annual Volunteer appreciation event on November 20th. Library volunteers and Board members are invited. To cut down on duplication, the outgoing board will host a Staff Only Appreciation event on October 26th at 5pm. The decision is to provide a Pizza dinner. The CEO is to invite staff.

6.2.3 Implementation of Elections Policy – All candidates in both Arnprior and McNab/Braeside municipal elections have been contacted via email or phone to advise them of our elections table now set up in the foyer. A copy of the Elections Policy as well as any relevant information provided by either municipality will be on display along with the maximum of 25 flyers per candidate.

6.2.4 OLA Submission – The CEO has prepared a comprehensive submission for the Minister’s Award for Innovation. The Music and Memory Project is the focus.

6.2.5 Ontario Public Library Week – October 13 – 20. This year’s features will be the annual patron survey with daily book prize draws; The second annual Food for Fines program; Special handouts at the circulation desk; Tom Thomson: Music and Mystery event featuring a concert by the Algonquin Ensemble, Storytelling by Geoff Taylor and a local art exhibit. This multi presentation is scheduled for October 20.

The CEO will create a package for potential trustees (ready for distribution during Ontario Public Library Week)

6.3. Programming

6.3.1. The Sean McCann Concert is a near sellout. Some of the proceeds will be used to purchase new mental health and recovery resources for the library.

6.3.2. New Year’s Eve Gala – Tickets are starting to sell quickly for this annual event. The Board will have to decide whether to be closed on December 31st to allow for ample preparation time.

6.3.3. The fall class visit schedule is being finalized. In order to accommodate more class visits, the rotation has been set to 3 weeks. Part time staff will be scheduled to assist with the visits, allowing the CEO to work on programming and admin. Wages overruns could be covered by the Scharf Family Charitable Trust.

6.4. Statistics were reviewed

6.5. Correspondence included a complaint about excessive noise in the library; upcoming Trustee Council meetings; Thank you letter for summer programming;

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

8. **Board members' advocacy activities:** Elizabeth Stewart reported she's been speaking with candidates in McNab/Braeside, specifically about continued Library and Recreation service contracts with the Library Board and the Town of Arnprior.
9. **No other business –**
10. **Date of the next meeting October 17, 2018**
11. **Adjournment - Motion 2018-37 Moved by Lynn Grinstead, seconded by Elizabeth Stewart that the regular meeting of September 19, 2018 be adjourned at 6:32 pm – carried.**