

**Present**

Neil Salminen  
Bill Skinner  
Elizabeth Stewart  
Josie Scott  
Susan Munro  
Jeanette Grant  
Karen DeLuca, Chief Librarian  
Carolyn Swayze, Youth Services Librarian

**Regrets** Lisa McGee

1. Chair called the meeting to order at 6:00
2. **Motion 2019-15 Moved by Susan Munro, seconded by Josie Scott that the Agenda be approved as circulated** - carried
3. No conflicts of interest declared
4. **Motion 2019-16 Moved by Elizabeth Stewart, seconded by Jeanette Grant that the minutes of the March 20, 2019 meeting be approved as circulated** – carried.
5. Business arising from the minutes
  - 5.1. Expansion Update – The Class C Budget as provided via Dreessen Architects is \$390,500. The CEO has prepared a Renovation/Expansion report outlining the library’s history, concepts and rationale for the project as well as costing. Pending approval from the Town of Arnprior, the library is eligible to apply for the Trillium Capital Investment Stream (intake June 21<sup>st</sup>). The Town has advised there are \$163,000 available for facilities upgrades from the Development Charges collected on behalf of the library. It is unclear whether any of the funds collected for the library’s other streams could be reallocated to this project. The CEO will contact SOLS to inquire. The Library will present the project to Arnprior Town Council on May 13<sup>th</sup>.  
**Motion 2019-17 Moved by Elizabeth Stewart, seconded by Bill Skinner that the Expansion/Renovation report be approved as presented** – carried.
  - 5.2. Meet & Greet with MPP Yakabuski - The CEO and Trustee Skinner attended the April 13<sup>th</sup> meet and greet co-hosted by the Arnprior and Madawaska Valley Libraries in Barry’s Bay. About 30 representatives of libraries in the county were in attendance. Each library brought information about the services they offer their respective communities. There was no discussion of the (just announced) SOLS funding cuts. There was some discussion in the days following the April 13<sup>th</sup> event, that regular meetings with the MPP might be a good first step to ensure the importance of library services remain in the foreground.
6. Librarian’s Report
  - 6.1. Financial –
    - 6.1.1. The auditors were delayed in their on-site visit. It is anticipated the 2018 draft financial statements will be ready for the May Meeting. Monthly financials will be presented after the YE adjustments have been made to the 2018 financials via the Audit.

- 6.1.2. The 50% budget cut to SOLS has eliminated Interlibrary Loan couriers as well as postal reimbursements for ILLs. This elimination accounts for 80% of the \$1.5M cut. It is unclear how the remainder of the cuts will affect libraries – whether consortium purchasing, or training. The ILL software will be available to libraries in June, but it is unclear whether any libraries will participate. The nature of the service requires all, or nearly 100% participation to make the system viable.
- 6.1.3. Rain Barrels Fundraiser – The library will participate in an online Rain Barrel Fundraiser with proceeds of about \$10 per purchase coming to the library to assist with ongoing projects.
- 6.1.4. As a heads up, the Board has two GIC investments maturing. \$22K in June; \$32K in July. The CEO will get terms and rates for the June meeting.
- 6.2. Administration –
- 6.2.1. The Service Agreement with McNab/Braeside undergoes an annual review of population estimates. The Town of Arnprior will reach out on behalf of the Board to set up a meeting with the Township. No dates have yet been finalized for the review.
- 6.2.2. The CEO attended the Town of Arnprior's Cultural Fair at the Nick Smith Centre on Sunday March 31<sup>st</sup>. Foot traffic was rather sparse, but several brochures were distributed, including a new Seniors Activities brochure. The library has also been asked to present to the White Lake Community Centre's Live and Learn afternoon as well as the Senior's at Home Breakfast 'N Learn.
- 6.2.3. IT Update: The library may have to replace our server prior to the projected 2020/2021 timeline. Preliminary estimates \$4K for the upgrade, including new WiFi controllers. The CEO is currently reviewing options.
- 6.3. Programming –
- 6.3.1. The April 6<sup>th</sup> Corin Raymond Concert, Storytelling and community Photo Exhibit were a success. The Art Corridor will host the exhibit for the rest of the month. Film Club screenings have been moved to mid-week and the first two open mics have been extremely well attended. The library is also facilitating the creation of a community Chess Club to meet weekdays in the Art Corridor.
- 6.3.2. New Years Eve details should be ironed out by the end of May. This year's theme will be Northern Lights. Charbonneau's Catering (Burnstown) will be providing a quote in May.
- 6.3.3. The Lecture Series has been attracting capacity audiences. We've secured a talk by Lewis MacKenzie in September. Due to anticipated demand for seats, this will be a (free) ticketed event
- 6.3.4. The Newsletter was reviewed.
- 6.4. Statistics – Trends were reviewed. It was noted the increase in youth programming and circulation is due primarily to accommodating more class visits.
- 6.5. Correspondence – Arnprior Mayor Stack's email requesting information about volunteer commitment at the library. The current list was circulated. The Board will organize a volunteer appreciation event later this year.

7. Strategic Plan – The notes from the April 9<sup>th</sup> Strategic Planning Committee were reviewed. The Food Bank has offered to provide the library space to conduct intercept surveys at their welcome table. The CEO will compile a list of locations and spot survey packages for current and some past board members to take to the streets in May. The online survey will be launched on May 1<sup>st</sup> with a public consultation process to be held May 16<sup>th</sup>.  
The CEO will provide the Board with an index of Board policies.  
**Motion 2019-18 Moved by Elizabeth Stewart, seconded by Bill Skinner that Rob Lavery be hired as the facilitator for the Strategic Planning Day in June.- carried.**
8. Report of Board Members’ Advocacy activities – Susan Munro has booked the library to present an information session at the White Lake Community Centre’s Live and Learn monthly meeting. Additionally, she will include highlights from the Library’s monthly newsletter to the Property Association’s distribution list.  
Bill Skinner and Jeanette Grant attended the Town’s Strategic Plan community consultation and noted the positive feedback about library services during the session.
9. Date of Next meeting: May 22, 2019
10. **Adjournment - Motion 2019-19 Moved Susan Munro, seconded by Bill Skinner that the regular meeting of April 17, 2019 be adjourned at 7:01 pm – carried.**