

Present Neil Salminen
Bill Skinner
Elizabeth Stewart
Lisa McGee
Susan Munro
Karen DeLuca, Chief Librarian
Toon Dreessen, Architect

Regrets Josie Scott
Jeanette Grant

1. Chair called the meeting to order at 6:00
2. **Motion 2019-35 Moved Elizabeth Stewart, seconded by Bill Skinner that the Agenda be approved as circulated** - carried
3. No conflicts of interest declared
4. **Motion 2019-36 Moved by Elizabeth Stewart, seconded by Bill Skinner that the minutes of the September 18,2019 meeting be approved as circulated** – carried.
5. Business arising from the minutes
 - 5.1. Expansion Presentation – Toon Dreessen, president of DCA Architects provided an overview of next steps which include the full complement of renderings based on the approved design as provided in the spring. DCA is expected to provide a full report by early November. The Board may call a special meeting to review the report in advance of the regular November meeting. The Library Board’s Procurement Policy stipulates the \$10,000 threshold does not apply to professional services. (i.e. an RFP is not required based on previous design work done by DCA). Pending Board approval of the report – the project could go to tender in January 2020 with construction set for the spring of 2020.
The CEO outlined financial considerations: \$318K is available to the Board for this project (via reserves, Development Charges and Scharf Family Charitable Trust MOU and other donations) Renderings are estimated at approximately \$40K. A recently matured GIC in the amount of \$32,744 is earmarked to pay for this report. These monies are currently in the general account with a 1.45% interest rate.
Expenditures to date: \$7932 on conceptual drawings – more than half of this invoice was paid by Development Charges.
 - 5.2. Staff/Volunteer Appreciation: About 25 attendees expected for the event on October 18th
Food will be supplied by Charbonneau’s Catering \$8 - \$10 per person. The event will be set up in the main library.
6. Librarian’s Report
 - 6.1. Financial –
Revenue and expenses to date were reviewed. The Township of McNab Braeside has been invoiced for the full grant amount in September 2019. In excess of \$1000 has been received as a donation in memory of former Board Member Sandra Glynn. Monies will be used toward expansion. The CEO has purchased a replacement laptop and a new hard drive for the server. There was an inquiry from the public about possible rate reduction on various services for seniors or those on low income (namely, scanning, copying, printing, faxing). After some discussion the query will be revisited at a later time.

The CEO is still waiting for a date for budget presentation, likely early December.

- 6.2. Administration – A variety of new connections were created via the Little Branches Rural Roots Library Conference including new vendors. Seven library staff attended various sessions and workshops. There are two upcoming SOLS Trustee Council meetings (in Pembroke and Kemptville) Please set up an account on Learn HQ to register for either. The CEO can assist with setting up an account.
- 6.3. Programming –
 - 6.3.1. NYE Tickets sales are underway but there are a few other December 31st events taking place including The Heartbeats at the Catholic Parish Hall, the Agricultural Society hosting an event at the NSC and the Curling Club's dinner and dance. The library will hit the break even mark at about 45 tickets sold.
 - 6.3.2. Ontario Public Library Week events include Food for Fines; Book Binge; Local Author Book Launch; Green Screen Christmas Portraits (a partnership with Seniors At Home); Book Giveaways
 - 6.3.3. Book Advent Calendar program – registration has closed for this first time event.
 - 6.3.4. The CEO will be doing outreach for the Rotary Club in Arnprior and the White Lake Community Association in November.
 - 6.3.5. More events are being finalized for 2020 in celebration of the library's 125th anniversary – including a Book Launch with Sean McCann in April, a Mardi Gras evening in partnership with the Food Bank in February, a Stephen Fearing Concert in May and a variety of Arts and Culture Events which are still being finalized.
- 6.4. Statistics – Trends were reviewed.
- 6.5. Correspondence – was received as information.
7. Other Business – Survey results from the Little Branches Rural Roots conference were very favourable. The Steering Committee will host a debriefing by the end of October. Arnprior may be asked to host again in 2020 to help set a solid foundation for this endeavour. More than \$1500 will be carried over as seed monies. Financials for this conference are held independently of any library. The goal is to circulate hosting of LBRR throughout Eastern Ontario to libraries / communities capable of hosting up to 120 delegates.
8. Report of Board Members' Advocacy activities - Little Lending Libraries promotion
9. Date of Next meeting: November 20, 2019
10. **Adjournment - Motion 2019-37 Moved Lisa McGee, seconded by Susan Munro that the regular meeting of October 16, 2019 be adjourned at 7:03 pm – carried.**