

**Present**

Neil Salminen  
Bill Skinner  
Elizabeth Stewart  
Lisa McGee  
Susan Munro  
Josie Scott  
Jeanette Grant  
Karen DeLuca, Chief Librarian

**Regrets**

1. Chair called the meeting to order at 6:00
2. **Motion 2019-38 Moved Jeanette Grant, seconded by Bill Skinner that the Agenda be approved as circulated** - carried
3. No conflicts of interest declared
4. **Motion 2019-39 Moved by Elizabeth Stewart, seconded by Bill Skinner that the minutes of the October 16, 2019 meeting be approved as circulated** – carried.
5. Business arising from the minutes
  - 5.1. Expansion – Board will have a special meeting to review the Expansion Report from DCA on November 27<sup>th</sup>.
6. Librarian's Report
  - 6.1. Financial –

The library is slated to present its budget along with the other community consultations on December 11<sup>th</sup>. Considerations for the ask of an additional full time position

    - Complement of 2 full time since 1987. FTE is weighted on part time staff and low with comparators whose return on investment is lower than Arnprior's (i.e. circulation, program attendance, general usage etc.)
    - Youth Services Librarian has been 100% dedicated to youth programming since 2009 and offering daily programs, weekly outreach and hosting more than 18 regular classes.
    - Since 2016, adult programming has filled a void and raised funds to maintain book budget and virtually everything outside of payroll (i.e. technology- hardware, software, licencing & support, phone, internet, copier, office supplies and all acquisitions)
    - CEO hours 8am -5:30pm (47.5/week) and additional weekend hours averaging about 51 hours per week over the past two years. Unpaid hours focus on Newsletter, preparing playlists for iPod project, programming and some admin.
    - Additional staff would be part of succession planning.
    - Two approaches: a 2-3 year plan to introduce with part time hours; a partial year for 2020 with approximately \$30K add on for the town of Arnprior grant.
    - Budget would include the 2% COLA based on the Town's Salary Grid. It should be noted that the Joint Services Agreement accounts for a 1% increase for each of the 6 years in the agreement. Over that time period, the library has fallen 6% behind on what the grants cover. In 2018 the sum total of all municipal grants covered payroll only (salaries, wages, benefits and summer students)

**Motion 2019-40 Moved by Susan Munro, seconded by Elizabeth Stewart that the 2020 budget include the 2% Town approved COLA increase for all salaries and wages – carried.**

2019 Forecast was reviewed.

- 6.2. Administration – Full time staff have not been included in the Town’s last Salary Grid review eventhough library staff is part of the Pay Equity Plan. The Town’s HR department has contacted their consultant who has provided a quote for a review of the two full time library positions.

**Motion 2019-41 Moved by Elizabeth Stewart, seconded by Bill Skinner that the library assign funds to pay Cornerstone Management Group for the review estimated between \$1400-\$1700 – carried.**

Stats week will run the final week of November

The server upgrade has been completed with the purchase and installation of a new hard drive rather than a complete new unit.

The Library’s website is now WCAG2.1 compliant with the installation of the UserWay widget which is free for use. It is felt the additional customization cost is not required to remove the branding. The CEO has shared this find with other libraries.

The 2020 Little Branches Rural Roots Library Conference will take place in Arnprior October 2 -3. The endeavour has caught the attention of the University of Saskatchewan. Their Associate Dean of Information Studies is working with a group of rural libraries in Australia who plan to model a conference based on the success of LBRR. Details to follow.

The CEO supplied a letter of support to Bancroft Public Library for their grant request for a new build.

- 6.3. Programming –

6.3.1.Celtic Spark Yuletide Concert with the Heather Dale Band has been booked for December 14<sup>th</sup>. Tickets are \$15.

6.3.2.Please continue to promote NYE Gala tickets. Deadline for purchase is December 20<sup>th</sup>.

6.3.3.Ontario Public Library Week events included Food for Fines; Book Binge; Local Author Book Launch; Green Screen Christmas Portraits (a partnership with Seniors At Home); Book Giveaways. Special thanks to the town of Arnprior for the declaration of OPLW

6.3.4.Book Advent Calendar program is ready to be distributed to 23 families.

6.3.5.Library is partnering with BIAK (An off reserve indigenous teachings group) who will be hosting drumming circles and other programs for youngsters in 2020. Details to follow.

6.3.6.125<sup>th</sup> events are starting to take shape. Author Bob McDonald has agreed to visit – dates to be determined. The Mardi Gras event on Feb 22 is taking shape with organizing help from the Food Bank.

6.3.7.The Little Lending Library prototype will be on display at the library at the end of 2019 or early 2020.

- 6.4. Statistics – Trends were reviewed.

- 6.5. Correspondence – was received as information.

7. Other Business – Request from Seniors At Home for administration of their Christmas Angel Tree at the library for the month of December. The agency will be welcome to man their own display in the lobby on a mutually agreeable day(s), but to remain consistent with previous decisions, library staff will not be collecting funds, details on donations and receipts.
8. Report of Board Members’ Advocacy activities - White Lake Community Association presentation.
9. Date of special meeting (expansion and Budget) November 27, 2019 at 6pm  
Date of Next regular meeting: December 18, 2019 at 6pm
10. **Adjournment - Motion 2019-42 Moved Bill Skinner seconded by Susan Munro that the regular meeting of November 20, 2019 be adjourned at 6:58 pm – carried.**