

Present Josie Scott
Bill Skinner
Elizabeth Stewart
Neil Salminen
Elisabeth von Bloedau
Karen DeLuca, Chief Librarian
Serena Deschamps, Auditor

Regrets Hyacinthe Chatterton

1. Interim Chair called the meeting to order at 6:01 pm
2. **Motion 2021-05-01 Moved by Elizabeth Stewart, seconded by Bill Skinner the Agenda be approved as circulated.**
3. No declarations of conflict of interest
4. **Motion 2021-05-02 Moved by Neil Salminen, seconded by Elizabeth Stewart, that the minutes of the February 24, 2021 meeting be approved as corrected – carried.**
5. **Draft Financial Statements** – Auditor Serena Deschamps of Allan and Partners presented the 2020 Financial Statements. Income, reserves, accumulated surplus and expenditures were reviewed including a description of the expansion drawing costs as well as COVID related requirements which had not been itemized in the 2020 budget.
Motion 2021-05-03 Moved by Neil Salminen, seconded by Bill Skinner, that \$1247 from 2020 YE be transferred to the Reserve for Future Development to zero the bottom line – carried.
The Board requested the auditor review the Development Charge allocations to the library and seek clarification on the amount collected for acquisitions, equipment and capital.
Motion 2021-05-04 Moved by Bill Skinner, seconded by Neil Salminen, that the 2020 Draft Financial Statements be approved as presented – carried.
6. **Service Contract Update**
The revised draft library services agreement (Library Board and Township of McNab/Braeside) and supporting documentation were reviewed and next steps were discussed. The Chair is to send the Letter of Intent along with the packages to both municipal councils. The goal is to begin negotiations in June with mutually agreed upon terms for the revised contract to take effect December 31, 2021.
7. Librarian’s report
 - 7.1. Programming: Summer students have been hired with the help of two grants (Summer Experience Program at 100% funding; Canada Summer Jobs at 50% funding). Summer programming for children will follow the curbside model and include virtual as well as outdoor programs – as restrictions allow. Registration for youth programs begins in early June with a kickoff event on July 5 and a closing party on August 18.
The Friends with Pens program has seen great interest from local families. Efforts are underway with presentations to various seniors organizations to further promote the program.
The CEO plans to bring Curby into the community throughout the summer months.

Ottawa Valley Community Arts Organization is building a gallery in the library which will feature rotating exhibits until 2022.

The Little Branches Rural Roots Library Conference has been postponed until October 2022 allowing ample time to organize another well-received event.

The May Newsletter was distributed.

- 7.2. Service Levels – The updated Ontario guidelines for COVID re-opening include libraries in Stage 2, anticipated to begin July 5th. The library community is waiting for clarification on required protocols - i.e. material quarantine rules, contact tracing and capacity limits. The library is also waiting on confirmation from the Town regarding custodial support which would allow for Saturday hours open to the public.

The plan is to provide summer hours 10am -7pm on Mondays; 10 – 5pm Tuesdays – Fridays and 10 – 2pm on Saturdays. It was decided the library would provide full curbside service on Friday July 2.

A patron survey can be distributed in the summer to help plan for a change in hours in the fall.

- 7.3 Statistics were reviewed

8. New Business – Confirmation of Chair position on the Board

Motion 2021-05-05 Moved by Neil Salminen, seconded by Elizabeth Stewart that Josie Scott represent the library board as Chair for the remainder of this board’s mandate- carried

9. Date of the next meeting will be at the call of the Chair pending response regarding the Service Agreement.

10. Adjournment:

Motion 2021-05-06 Moved by Neil Salminen, seconded by Elisabeth von Bloedau that the meeting be adjourned at 6:58 pm – carried.