

Present

Josie Scott
Lisa McGee
Meaghan Shannon Kolar
Neil Salminen
Bill Skinner
Elisabeth von Bloedau
Karen DeLuca, Chief Librarian

Regrets

1. Chair called the meeting to order at 6:01 pm
2. **Motion 2022-01-01 Moved by Bill Skinner, seconded by Lisa McGee the Agenda be approved as circulated.**
3. No declarations of conflict of interest
4. Minutes – **Motion 2022-01-02 Moved by Meaghan Shannon, seconded by Lisa McGee that the minutes of November 3, 17, 24 and December 2, 2021 be adopted as circulated** – carried
5. Municipal Library Use Agreement – Chair Josie Scott reviewed the amendments to the tri-party library use agreement. Clause 5.6 add-on ensured both municipalities are in agreement with the renewal of the agreement. Arnprior Mayor Stack has assured the Chair that COLA cap at 2% is not an overall cap and that the Board could request additional funding in subsequent years.

Motion 2022-01-02 Moved by Neil Salminen, seconded by Meaghan Shannon that the Board authorize the Chair and CEO to sign the MLUC agreement with amendment 5.6 as discussed – carried with abstention from Trustee Bill Skinner.

6. Librarian's Report

- 6.1. Expansion Update: Conceptual plans for the expansion reviewed by the CEO and Dreessen Architects to ensure the drawings included a divider and outdoor space as initially planned. Updated drawings are expected to be ready by mid-February to coincide with a tender release, pending a funding announcement.
- 6.2. McNab/Braeside Trustee – Elizabeth Stewart has announced her intention to resign from the board with a formal letter to follow. Township council to appoint a replacement and Arnprior Council to approve.
- 6.3. Reserve Policy – a sample Trillium Library Policy re: reserves was circulated. The sample is more comprehensive than requested by the Board as it covers other financial governance policies and procedures already covered in other documents. The CEO will draft a reserve policy for consideration at the next meeting. Other financial discussions: Bank Card requirements ; 2021 Year End not yet completed; Town has requested a current motion regarding payroll increases for this fiscal year.

Motion 2022-01-04 Moved by Lisa McGee, seconded by Bill Skinner that Board confirms the 1.5% COLA increase for the 2022 payroll as per the current year library budget, as well as grid movement for eligible part time employees – carried

- 6.4. Programming Update: Policies and Procedures have been updated for Stage 2. The Red Cross will be sending KN95 masks for free public distribution. While wide range programming is still suspended, the library will be offering some self-directed programs such as Book Bingo. Blind Date with a Book will be reintroduced in February and similar community engagement programs will be offered throughout the spring.
The Newsletter was also distributed.
- 6.5. Year-end circulation statistics were reviewed. The library is on track to return to pre pandemic circulation levels.
7. No other business
8. Next meeting at the call of the chair
9. Adjournment: **Motion 2022-01-05 Moved by Meaghan Shannon, seconded by Lisa McGee that the meeting be adjourned at 6:52pm – carried.**