

Present	Maureen Sly Havey Bill Skinner Neil Salminen Megan Postin Elizabeth Stewart Lynn Grinstead Karen DeLuca, Chief Librarian	Regrets	Joan Cardiff
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1. Chair Maureen Sly Havey called the meeting to order at 6:00 pm
2. Agenda
Motion 2017-11 Moved by Lynn Grinstead, seconded by Bill Skinner that the Agenda be approved as circulated - carried
3. Welcome newly appointed Trustees: Neil Salminen (Arnprior), Megan Postin (Arnprior) Elizabeth Stewart (McNab/Braeside)
Roundtable of introductions
4. No declarations of conflict of interest
5. Minutes
Motion 2017-12 Moved by Bill Skinner, seconded by Lynn Grinstead that the minutes of the February 15, 2017 Meeting be approved as circulated – carried.
6. **Business arising from the Minutes**
 - 6.1. NYE Gala music – Contract has been signed to hire dance band Running Naked in the amount of \$1600. Two catering quotes will be ready for the May meeting.
 - 6.2. Lease Agreement – Options discussed regarding outstanding questions on the draft lease. Legal opinion will be sought in addition to consultation with SOLS re: best practice. The CEO was unable to find examples of lease agreements with other public libraries in the area.
7. **Librarian’s Report**
 - 7.1. Financial Update – **Motion 2017-13 Moved by Bill Skinner, seconded by Lynn Grinstead to ratify the decision via email to reinvest the two matured GICs in the amounts of \$21,575.44 (Gaumont Bequest) and \$5486.03 (Macklem Trust) in 6 month GICs at a rate of 1.07% - carried.**
Motion 2017-14 Moved by Lynn Grinstead, seconded by Neil Salminen (via email) that the Board approve a 1.75% Cost of Living increase on the 2017 salary grid and that the increase is retroactive to January 2017; and further that the Library Board request the Town to cover the additional funds for salaries and wages to cover the 0.25% increase over the initial 2017 budget request – carried.
The library was successful in all four of its summer student grant applications – two have been declined. A 12 week Young Canada Works grant has been accepted. It covers 50% of the wages for a summer programmer. The other grant is for an 8 week placement and it that grant covers 100% of the second programmer’s wages. The summer program coordinator’s position is included in our budget.

Although not reflected in the current statements, 50% of the Town's grant has been received in April. Invigilation has been busy this month with more than 30 exams booked in April. The current fee is \$35/exam and Arnprior pulls from the entire region. The average fee in the city of Ottawa is \$50 - \$60 per exam. APL's fee structure will be reviewed with the 2018 budget development.

The Education line is over expended due to the 'catch-up' of having two people attend OLA whereas in the past several years one conference attendance was paid for in the current year, while the other was prepaid in the previous fiscal year as an early bird registration.

The library's fiction acquisition librarian will be attending a one day comprehensive seminar in Toronto in late April. The additional expenditures will be covered by those donations that are not earmarked for adopt-a-book or other specific projects. It should be noted that accreditation requires a plan for ongoing staff training and education.

Most libraries in the area have education/training budgets in excess of \$3000. APL's budgeted amount is \$990.

- 7.2. Administration / Programming – Library staffing is in transition as a key member will be semi-retiring at the end of June. A new part time staff member has just been hired and is being trained. Other staff will be assigned new duties. Job descriptions will be updated as required.

Our summer programming is being finalized. The library has upgraded the website to incorporate a PayPal business account allowing for online registration and payment of programs and events. It is hoped this option will be launched in time for the start of summer program registration in June. Total cost for this option is less than \$180.

Children's programming will now include visits from Radar, a reading therapy dog. Current insurance documentation has been provided to the library. Radar is a regular visitor to the senior residences in Arnprior.

The Ben Hoffman author visit was a standing room only event. Ticket sales for the Taste of India fundraiser have been brisk and we are currently sold out. At the request of Audrey Jamieson, organizer of the spring fashion show, the event has been moved to September. ScotiaBank has agreed to sponsor the event and will match fashion show fundraising dollar for dollar.

- 7.3. Statistics – Monthly statistics were reviewed. It is hoped the library will be able to source the analytics from the security cameras to determine number of visitors through the door. Our current door counter may not be accurate because people coming through in tandem are counted only once.

- 7.4. Correspondence –

7.4.1. There was a request from the Model Train Show for the library to have an information table at its event on May 13/14.

7.4.2. There was a complaint made via the Town about library noise levels.

7.4.3. Canadian Peace Initiative group wants to start a youth chapter with the library as its home base.

7.4.4. Two notes of thanks regarding the iPod project.

8. **Strategic Plan Progress** - The library is continuing its partnership building and promotions with more than 450 people on the Newsletter distribution list.
9. **Policy Review and Updates** - Two operational policies were reviewed. Governance policies will be reviewed at a separate meeting held in advance of the regular May meeting of the board.
 - 9.1. Circulation policy was amended to include two changes
 - 9.1.1. **Motion 2017 - 15 Moved by Neil Salminen, seconded by Elizabeth Stewart that the museum pass circulation be amended to two days with a one day grace period on fines – carried.**
 - 9.1.2. **Motion 2017 – 16 Moved by Lynn Grinstead, seconded by Bill Skinner that coming-due messages will now be auto-generated for those patrons who have provided email contact – carried.**

Both changes will be outlined in the upcoming Newsletter.
 - 9.2. The Display and Programming policies were reviewed with no changes.
10. **Board Members’ advocacy activities** – nothing to report.
11. No other business
12. Date of Next Meeting: May 17, 2017
13. Adjournment – **Motion 2017- 17 Moved by Lynn Grinstead, seconded by Neil Salminen that the regular meeting of April 19, 2017 be adjourned at 6:54 pm – carried.**