

Present	Maureen Sly Havey Elizabeth Stewart Bill Skinner Lynn Grinstead Joan Cardiff (via conference call) Karen DeLuca, Chief Librarian	Regrets	Neil Salminen Megan Postin
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1. Chair Maureen Sly Havey called the meeting to order at 6:00 pm
2. Agenda - **Motion 2018-15 Moved by Lynn Grinstead, seconded by Elizabeth Stewart that the Agenda be approved circulated** - carried
3. No declarations of conflict of interest
4. Minutes
Motion 2018-16 Moved by Elizabeth Stewart, seconded by Bill Skinner that the minutes of the Regular Meeting of March 21, 2018 be approved as circulated – carried.
5. **Business arising from the minutes** -
 - 5.1. The Town has prepared a report for Council consideration on April 23rd regarding the transfer of the Building Reserve Fund. Trustee Grinstead asked for clarification of the policy regarding room rental fees.
 - 5.2. Information from the Town was reviewed regarding Pay Equity and Job Evaluations recently completed by the municipality. SOLS Consultant Peggy Malcolm was contacted regarding the revised municipal grid and provided contact information for a Pay Equity Consultant.
Motion 2018-17 Moved by Joan Cardiff, seconded by Lynn Grinstead that the Board allocate up to \$500 for a Pay Equity Plan review by Lynn Burkatt and Associates – carried.
 - 5.3. The Adhoc Renovation Committee will meet prior to the next board meeting and create its Terms of Reference for consideration at the May meeting. The Committee is comprised of Trustees Cardiff, Skinner and Postin.
6. **Librarian's Report**
 - 6.1. Financial Update –
 - MacKillicans and Associates have completed their draft audit and with one minor adjustment to our YE have identified a surplus of \$16,639.52
Motion 2018-18 Moved by Bill Skinner, seconded by Elizabeth Stewart that \$6,556 of the 2017 surplus be transferred to the Adult Programming Reserve and further that the remaining \$10,083.52 be transferred to the Reserve for Future Development. – carried.
The auditors are expected to present the financial statements at the May Meeting.
 - Two matured GICs as of March 29, 2018.
Motion 2018-19 Moved by Bill Skinner, seconded by Lynn Grinstead that the \$5000 Macklem Trust GIC be reinvested for a 6 month term at a rate of 1.86% - carried.
Motion 2018-20 Moved by Elizabeth Stewart and seconded by Bill Skinner that the GIC in the amount of \$21,865.64 be reinvested for a 6 month term at a rate of 1.86% - carried.

- The HST rebate application for years 2014 and 2015 have been reassessed and the library will reapply breaking the time frame into 6 month intervals.
- Final reporting for the Capacity Grant will be submitted by April 20th and the submission for the PLOG is nearing completion.

6.2. Administration – Friend of the Library Jeanette Grant was awarded the Town of Arnprior’s Volunteer of the Year; nomination attached. Three students have been offered summer programming positions at the library.

6.3. Programming – The CEO is in discussions with two area Swing bands for the upcoming NYE gala. Local restaurants will be approached within a few weeks for catering. The Andrew Collins Trio tickets sales have been sluggish, however the Ottawa Citizen has selected this concert as one of their Going Out Best Bets. It is hoped this publicity will create a spike in ticket sales. Sean McCann has contacted the library to request a return visit – at this point we are planning for the end of September.

6.4. Statistics were reviewed

6.5. No Correspondence

7. **Strategic Plan Progress** The launch of the Adhoc Renovation Committee is highlighted in the plan.

8. **Board members’ advocacy activities:** Trustee Skinner has made an initial presentation to the Renfrew Public Library Board and will provide further assistance if required. The CEO will bundle some of the packets used for the spot surveys.

9. **No other Business**

10. **Date of Next Meeting: May 16, 2018, 2018 at 6:00 pm**

Note: The Chair will not be in attendance at this meeting, Vice Chair Neil Salminen will chair

11. **Adjournment - Motion 2018-21 Moved Lynn Grinstead, seconded by Elizabeth Stewart that the regular meeting of April 18th, 2018 be adjourned at 6:39 pm – carried.**