

<b>Present</b>	Maureen Sly Havey Joan Cardiff Neil Salminen Bill Skinner Lynn Grinstead Karen DeLuca, Chief Librarian	<b>Regrets</b>	Megan Postin Elizabeth Stewart
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1. Chair Maureen Sly Havey called the meeting to order at 6:00 pm
2. Agenda - **Motion 2017-53 Moved by Joan Cardiff, seconded by Bill Skinner that the Agenda be approved circulated** - carried
3. No declarations of conflict of interest
4. Minutes  
**Motion 2017–54 Moved by Neil Salminen, seconded by Joan Cardiff that the minutes of the Regular Meeting of December 20<sup>th</sup> , 2017 be approved as circulated** – carried.
5. **Business arising from the minutes**
  - 5.1. Lease Agreement – The amended draft lease agreement was reviewed and discussed. The amendments have addressed many of the Board’s specific wording concerns as outlined in the November meeting with the Town.  
**Motion 2017-55 Moved by Joan Cardiff, seconded by Neil Salminen that following review of the amended draft lease agreement the Board sign the lease and request the Memorandum of Understanding outlining the roles and responsibilities of the Board and the Municipality as drafted by the Board in 2017 also be sent to the Town of Arnprior for approval.** – carried
6. **Librarian’s Report**
  - 6.1. Financial Update – Year end financials were not available as the finances have not yet been closed for 2017. The Year End financials will be presented at the February meeting with recommendations for YE adjustments prior to the auditors arrival.  
In light of the prime rate increase announced on January 17, the CEO is to determine whether GIC investment rates will be changing from the quote received earlier in the month. The rates will be circulated via email and following a consensus, the \$31,875.79 GIC which matured January 8<sup>th</sup> will be reinvested prior to month end.  
The Scarf Family Charitable Trust donation of \$20,000 has been received.  
The 2018 invoice for eResources is \$7,925.  
  
The library’s fee schedule was reviewed.  
**Motion 2017-56 Moved by Neil Salminen, seconded by Joan Cardiff that proctoring fees increase from \$35 to \$40 per exam; Faxes increase from \$2 to \$3 per transaction; All fees for children’s programs be eliminated** – carried.
  - 6.2. Administration – The finances and survey results of the NYE Black and White Fundraising Gala was reviewed. Following discussion on the time required for set-up and whether each event should feature a different live band, the decision whether to have the gala become a 5 year signature event is deferred to the February meeting.

6.3. Programming – Film Screenings continue to draw large crowds. The mid week screening of Victoria & Abdul had 47 people in attendance and generated more than \$110 in donations. To date, 78 people have reserved seating for January 28<sup>th</sup> showing of Loving Vincent which will feature a Q&A with Valerie Fulford – the only Canadian involved in this award winning international project.

The Artist in Residence Program continues to be popular. It was agreed an honorarium would be appropriate for artist Ian Bartlett.

The CEO is contacting various artists for this year’s musical lineup.

A request to hold a joint fundraising event with the Humane Society was rejected.

6.4. Statistics were reviewed

6.5. Correspondence – The Year end Bookends Column was included as information. The CEO will be writing the February column for The Humm Newspaper; Bookends in the Chronicle Guide will appear about 10 times annually.

7. **Strategic Plan Progress** – Community partnerships are continuing to flourish. The CEO made a presentation to the Photo Guild re: Green Screen. Some of the Guild members have offered to assist with the Super Hero Meet and Greet in February – which is a joint event hosted by the library and Hospice Renfrew. It will feature Green Screen, activities and the Lego Batman movie.

8. **Board members’ advocacy activities:** Trustee Joan Cardiff finalized the Scarf Family Trust donation in early January. It is recommended the Trust be mentioned in promotional material, online registration and a special annual report for the family.

9. **No other Business**

10. **Date of Next Meeting: February 21<sup>st</sup> at 7:00**

Note: Trustee Joan Cardiff will be travelling abroad and not attending the February and March meetings; Trustee Bill Skinner will be away for the February meeting.

11. **Adjournment - Motion 2017-57 Moved by Joan Cardiff, seconded by Lynn Grinstead that the regular meeting of January 17<sup>th</sup>, 2018 be adjourned at 6:56 pm – carried.**