

<b>Present</b>	Maureen Sly Havey Megan Postin Elizabeth Stewart Bill Skinner Lynn Grinstead Karen DeLuca, Chief Librarian	<b>Regrets</b>	Joan Cardiff Neil Salminen
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1. Chair Maureen Sly Havey called the meeting to order at 6:00 pm
2. Agenda - **Motion 2018-11 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 2018-12 Moved by Elizabeth Stewart, seconded by Bill Skinner that the minutes of the Regular Meeting of February 21, 2018 be approved as circulated** – carried.
5. **Business arising from the minutes** - The CEO has not yet received definitive word on the transfer of the Building Reserve Fund which has been in discussion with the Town since late 2017. Lynn Grinstead to pursue the status of the transfer. There is no documentation specific to this transfer, other than the decision of the Board in the early 1990's to continue to fundraise living up to its commitment to pay off the debenture for the construction of the current facility.
6. **Librarian's Report**
  - 6.1. Financial Update –
    1. The Town has completed a Pay Equity Review and Job Evaluation of the salary grid. Payroll has requested the Board approve the updated salary grid. Documentation provided does not include library positions. Pay increases would be retroactive to March 2018. The Library's original Pay Equity Plan has been tied to the Town's since its inception. The Board will revisit following clarification from the HR department.
    2. The Digital Literacy Grant is open until March 30<sup>th</sup>. At this point, the CEO does not have a specific program in mind that would meet the grant's criteria.
    3. Two GICs are maturing on March 29, 2018.
 

The Macklem Trust is maturing at \$5559.82. As per the bequest, the interest earned from this reserve is to be used to purchase audio books for the collection. The Trust is to remain at a minimum of \$5000. The CEO will contact ScotiaBank at the end of the month to determine re-investment rates.

**Motion 2018-13 Moved by Bill Skinner, seconded by Megan Postin that the \$559.82 interest earned from the Macklem Trust be used to augment the audio book collection in 2018** – carried.

A GIC in the amount of \$21,865.64 is the other investment. There are several options including additional moveable shelving units; re-investment; designating for renovations.

The CEO will contact ScotiaBank at the end of the month to determine re-investment rates at that time.
    4. The Audit is currently underway and with goal of presenting the financial statements at the May meeting. Auditors are also assisting with the HST rebate submissions.

- 6.2. Administration – For information purposes, Horton Township is no longer partially reimbursing their residents for library memberships at APL. There are approximately 10 households currently using the facility. The CEO has provided the Town with log-in details for the EBSCO Solar Grant (for the library roof). The application deadline is April 30, 2018.
- 6.3. Programming – The Librarian’s report and March Newsletter were reviewed. There is no update on the December 2018 NYE Gala.
- 6.4. Statistics were reviewed
- 6.5. Correspondence – included invitations to the upcoming Trustee Council Meetings in April.
7. **Strategic Plan Progress** – Community partnerships are continuing to flourish with ongoing outreach to Seniors in the community and working with the Field Naturalists for March Break programming
8. **Board members’ advocacy activities:** APL’s Strategic Planning Process is one of the building blocks of the Renfrew Public Library’s approach and Trustee Skinner will be assisting them.
9. **No other Business**
10. **Date of Next Meeting: April 18, 2018 at 6:00 pm**
11. **Adjournment - Motion 2018-14 Moved Lynn Grinstead, seconded by Elizabeth Stewart that the regular meeting of March 21<sup>st</sup>, 2018 be adjourned at 6:30 pm – carried.**