

Present Maureen Sly Havey
 Joan Cardiff
 Bill Skinner
 Lynn Grinstead
 Fran Pauze
 David Mitchell
 Karen DeLuca, Chief Librarian

1. Chair Maureen Sly Havey called the meeting to order at 5:57 pm

2. Agenda

**ScotiaBank Financial Advisor James Ford (item 4 on the agenda) has sent regrets
Motion 2016-35 Moved by Joan Cardiff, seconded by David Mitchell the agenda be
approved as amended – carried**

3. Minutes

**Motion 2016-36 Moved by Bill Skinner, seconded by Lynn Grinstead that the minutes
of September 2016 meeting be approved as circulated. – carried**

4. Librarian's Reports

4.1. Financial Report

4.1.1. Monthly Update / Forecast –

**Several initiatives in 2016 have skewed budget lines in both revenue and
expenses – namely: iPod Project completion, Strategic Planning Process and
NYE Fundraising Gala. Part Time Payroll expenditures are forecast lower due
to sick leave.**

4.1.2. 2017 Budget

**Finance Committee member Joan Cardiff outlined the draft budget. The goal is
a balanced budget; maintaining current hours (i.e. part time hours); 1%
municipal grant increase as per service agreement with McNab/Braeside;
\$3000 from Development Charges to ensure relevancy of adult non-fiction
collection (as per Strategic Plan) and to create a new indigenous collection.
The Finance Committee is keeping fines stable at \$11,000 – although this may
not be realized in 2017 as the library moves toward “coming due” e-
notification now that email addresses have been collected on patron profiles
for the past year. Additionally, \$800 will be taken out of programming
reserves to augment the children's programming expenditure line.**

**Motion 2016 -37 Moved by Joan Cardiff, seconded by Lynn Grinstead that the 2017
Budget be approved for presentation to Arnprior Town Council on December 5, 2016.
– carried.**

**Motion 2016-38 Moved by Joan Cardiff, seconded by David Mitchell that the GICs due
at the end of November be reinvested for another 90 day term. - carried**

4.2. Administration / Programming / Outreach

- 4.2.1. The Ontario Library Association issued the press release announcing Carolyn Swayze's award as Children's and Youth Services Librarian of the Year. The local media covered the news and Carolyn has been receiving many well deserved kudos from the community. The award presentation will take place at the OLA Super Conference in February 2017.
- 4.2.2. Phase 1 and 2 of the iPod Project has been completed with CBC providing national coverage. Six library systems including Ottawa and Windsor have been in touch to launch a similar program in their communities. Phase 3 of the project i.e. making devices with personalized playlists available for patrons to sign out with their library card is already in full flight. The CBC coverage has reached in excess of 8,000 people including the founder of the US based Music and Memories Foundation.
- 4.2.3. The CEO will be presenting a national webinar via the Educational Institute in partnership with the head librarian from Renfrew. The Webinar entitled Small Library, Big Impact will be delivered on November 17th. Staff will also be presenting a seminar at the Super Conference – Arnprior will be part of a panel discussion re: small / rural libraries.
- 4.2.4. OPLW events were well attended. The corresponding survey provided some insight into program interest in 2017. Staff will be working with community partners to launch a Current Affairs Discussion Group and Cooking Demonstrations/Classes. We will also launch Movie Matinees of new releases in the library this winter.
- 4.2.5. The Library has paid for the survey pertaining to the Hydro Easement move. This dovetails into the new Strategic Plan and possible enhancements to the building using reserves and Development Charges that the Town has been collecting on behalf of the library. \$5800 of the DC has been used post-renovation in 2010. These monies were used to augment the collections in the Children's Department and Adult non-fiction. Discussion regarding possible transfer of the DC from the Town to the Library. Auditor will be asked best practice when the 2016 financial statements are worked on.

4.3. Statistics were reviewed. The steady climb in circulation is continuing.

5. Policy Review

5.1. The Library's Accessibility Policy was reviewed.

Motion 2016-39 Moved by Lynn Grinstead, seconded by Joan Cardiff that the library's revised Accessibility Policy be approved – carried.

5.2. Meeting Attendance Policy

The Ministry mandates all library boards hold a minimum of 10 meetings each year and further that a seat is declared vacant if three consecutive meetings are missed. The chair distributed a list of attendance during the past year (January to December). The Chair reiterated these ministry guidelines and suggested board members attend 80% of meetings held from September to June.

Discussion determined that Board presence was not required for library sanctioned / organized functions, but that trustees should make every effort to attend board-hosted events such as Staff and Volunteer Recognition. There was discussion regarding possible high turnover on the board if the 80% rule were incorporated into board policy and that a 70% attendance would be more reasonable.

The CEO will draft revised meeting attendance policy as part of the board's regular review of policy and procedures.

6. **New Business – David Mitchell circulated notes from the Fall Trustee Council 8 meeting. Focus of the meeting was accreditation and policy requirements. See attached notes.**

7. **Old Business**

- 7.1 **Lease agreement – Town has sent revisions based on comments from Joan Cardiff and the CEO. Some of the issues have been addressed. Trustees are asked to provide their comments on the revisions prior to the next regular meeting. CEO to determine how Archives are proceeding and whether it would be advisable to seek legal input together.**

- 7.2 **New Year's Eve Fundraising Gala – Entertainment, Food, Liquor License, photographer and décor have been confirmed. Fireworks are still an outstanding issue. The Fire Department has some consumer fireworks it would be willing to give to the library for this event. Lynn Grinstead to determine whether the library would need permission (Noise By-law and/or Fireworks By-law) from the town to set off consumer fireworks.**

Door Prizes still require attention. David Mitchell has agreed to assist.

8. **Correspondence – Letter of resignation from Trustee Joanne Logan has been accepted. The CEO will contact the Township regarding replacement.**
9. **Motion 2016-40 Moved by Joan Cardiff, seconded by Bill Skinner that the meeting be adjourned at 7:09 pm - carried**