

Present	Maureen Sly Havey Megan Postin Joan Cardiff Elizabeth Stewart Lynn Grinstead Bill Skinner Karen DeLuca, Chief Librarian Carolyn Swayze, Youth Services Librarian	Regrets	Neil Salminen
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1. Chair Maureen Sly Havey called the meeting to order at 6:00 pm
2. Agenda - **Motion 2017-36 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 2017-37 Moved by Elizabeth Stewart, seconded by Lynn Grinstead that the minutes of the Regular Meeting of June 21st be approved as circulated – carried.
5. **Business arising from the minutes**
 - 5.1. There were no Summer Executive Committee decisions to be ratified by the Board.
Motion 2017-38 Moved by Joan Cardiff, seconded by Megan Postin that the Summer Executive Committee be disbanded effective September 30, 2017.
 - 5.2 The Annual Report to the Community was presented to Arnprior Town Council in August and well received by the mayor and Council. A time has not yet been determined for the presentation to McNab/Braeside
 - 5.3 The Town has not yet responded to the request from the Board to enter into a Memorandum of Understanding rather than a lease. The Town is looking to issue standardized leases to the library, archives, marina etc. Joan Cardiff has agreed to represent the Board at a meeting with the Town to be arranged in late October.
6. **Librarian's Report**
 - 6.1. Financial Update – August monthly update was reviewed. The library will be receiving a \$3100 Capacity Grant to assist with technology upgrades in the library. Monies will be forthcoming in October. Invoices dated April 2017 – March 2018 will be accepted. Reporting deadline is March 2017. The CEO will be completing the Provincial Library Operating Grant by early October. Budget presentation to Council is set for December 4th. The Finance Committee consisting of Treasurer Joan Cardiff, Vice Chair Neil Salminen and the CEO will meet prior to the November Board Meeting to prepare the 2018 budget for presentation at the November 15th meeting. The feasibility of introducing a debit machine was reviewed based on information received via ScotiaBank. Discussion determined it was a positive move, provided the auditors are in agreement given the fact the library does not currently operate with a cash register system. The CEO will report back at the October meeting.

Given recent poverty statistics for the community, the Youth Services Librarian requested the board consider that the library offer all children's programming for free and further that programming incorporate a healthy snack and physical activity component. There was unanimous board agreement.

Some of the proceeds from current fundraisers (Fashion Show, Concerts etc) will be used to support the free programming.

- 6.2. Administration – renovations were completed; The Town is currently reviewing the Development Charge By-Law. Preliminary working papers from Watson's and Associates were reviewed.

Motion 2017-39 Moved by Megan Postin, seconded by Joan Cardiff that the creation of a new adult graphic novel collection in 2017 be funded through Development Charges and that the Chief Librarian inform the Town of Arnprior of the \$3,500 request – carried.

Motion 2017-40 Moved by Joan Cardiff, seconded by Lynn Grinstead that the Chief Librarian source quotes for the replacement of the stationary free standing book shelves with moveable units to match the existing units on the main floor, and further that the build of the moveable shelves be funded through Development Charges and the remaining 10% be funded from library reserves – carried.

- 6.3. Programming – September programming and upcoming Ontario Public Library Week events were reviewed.

- 6.4. Statistics – Summer statistics were reviewed. Most areas have seen an increase in activity in the library – this despite the renovations that limited access and hours to the library.

- 6.5. Correspondence was reviewed, including promotion of library services in Health Matters Magazine.

7. Policy Review and update

The Youth Services Librarian requested the Board revisit its June decision to amend the membership policy re: teen privileges. Discussion focused on the maturity and responsibility levels of some young adults.

Motion 2017-41 Moved by Megan Postin, seconded by Lynn Grinstead that when children reach age 14, the library contact the parent to determine whether their teen can move to an adult card upon entering high school, or when upon turning 16 – carried.

8. **Strategic Plan Progress** – ran a successful Food for Fines program partnering with the Arnprior Food Bank.

9. **Board members' advocacy activities** – Bill Skinner reported promoting library services with Fish and Game service clubs in the region.

10. **No other Business** –

11. **Date of Next Meeting:** October 18, 2017

12. **Adjournment - Motion 2017-24 Moved by Joan Cardiff, seconded by Megan Postin that the regular meeting of September 20 be adjourned at 7:08pm – carried.**

