

Present

Josie Scott
 Ian Bartlett
 Ying Ji
 Chris Couper
 Karen DeLuca, Chief Librarian

Regrets

Shane Kramer
 Mary Adeyanju

1. The Chair called the meeting to order at 6:00 pm
2. Agenda – **Motion 2023-10-01 Moved by Ian Bartlett, seconded by Ying Ji that the agenda be adopted as circulated** – carried.
3. No Conflicts of Interest declared
4. Minutes – **Motion 2023-10-02 Moved by Chris Couper, Seconded by Ying Ji that the Minutes of the June Regular Meeting and the September Special Meeting be approved as circulated and further that the Executive directive to invest the Neuman Bequest Donation be ratified** – carried.
5. Librarian’s Report
 - 5.1. Flood Damage update – Following the cleanup and demolition by On Side Restoration, there has been no movement on restoration work. Inventory continues to occupy the main hall making it unusable for community bookings. The Town is still waiting to hear from the Intact Insurance. It is unclear how the monies for library contents will be handled. As yet, there is no timeline on the restoration work.
 The CEO is working with several suppliers to secure 2023 pricing for replacement of capital items such as chairs, fireplace etc.
 Library staff is maintaining service levels by retrieving fiction titles as requested. Staff are also working with Service Ontario (Eastern Ontario hub) to provide space for a popup for OHIP cards. For the time being, Friday and Monday afternoons will be set aside in the Scharf Hall to accommodate Service Ontario.
 Redesign of the lower level work room can be considered, especially to optimize work flow. Community Fridge project currently on hold and donor Nutech has been advised.
 Insurance: The Town and Library are waiting for the list of contents to be approved by the insurance company. The CEO will be in touch with the Town to determine the library’s portion of deductible and how monies will be distributed.
 Several Councillors from both municipalities toured the library and received an update on service impacts etc.
 - 5.2. Administration
 - 5.2.1. Financial. Finalizing YTD expenditures in preparation of Budget 2024 for review in November. Typically early December is the timeline for presentation to the Town of Arnprior. Board Chair to meet with councillors to apprise them of plans to include a community librarian in the upcoming request. Cornerstone has been retained to review the salary grid. Full time positions will be reviewed first; then part timers with wage impacts retroactive to January.
 - 5.2.2. Grant Update: Public Library Operating Grant has been submitted, generally monies are received in the 4th quarter. Township of McNab/Braeside and Lanark Highlands Public Library have been invoiced for the 2023 service contracts.

- 5.2.3. Expansion Update: Flood has delayed the official naming ceremony. The literary metal bench has been ordered for Spring 2024 delivery. Wording on the bench to be the library's land acknowledgement and the CEO to source a message from the Algonquin Nation to add to the bench. Landscaping input to be provided by the Butterfly Way organization with native plantings in spring 2024.
- 5.2.4. Strategic Planning Process on hold – OLS consultant Peggy Malcolm has retired and is unable to provide facilitation services. OLS will be hiring a replacement and we can pursue this initiative in early 2024. Launch as survey in advance of the exercise? Updated Website is a work in progress with Mill Communications in Almonte.
- 5.3. Programming – Registration for author visits have reached capacity. Donations will offset costs associated with the visits. Volunteers are scheduled for the door and set up on Saturday for a quick turnaround after closing at 2pm.
- Strings of St. John's Orchestra has also reached capacity with more than 30 people on the waitlist. Capacity is determined by washrooms per guests. Access to the lower level washroom for volunteers and staff would allow more guests. Chris Couper to explore options.
- Library has been approached to host a Christmas concert under the direction of Lisa Webber. Details are being finalized.
- Tickets are on sale for the New Year's Eve Black and White Literary Gala. The library has also received a donation in support of this event. It will cover the cost rentals for the event.
- Local musicians will start performing once a month on Tuesday evening in a Busker's Café.
- Other passive programs currently underway in the Scharf Hall include: Tuesday Chess Club, Two Seniors Book Clubs, and the Whatknots Knitting Group.
- ESL has temporarily moved to the Museum as our Friday morning drop in story times are scheduled in the Scharf Hall. Other bookings in our newly expanded space include class visits and Service Ontario.
- The library attempts to accommodate private meetings with Renfrew County Social Workers in office space carved out of the main hall. Invigilation continues to be on hiatus.
- Class visits are in full swing, Baby Rhyme Time is at capacity and drop in Friday Story Times are back for a fall schedule.
- 5.4 Circulation – Statistics were reviewed. Continued growth in new memberships and usage, despite no public access to the majority of the fiction collection. Statistics to be highlighted in the upcoming budget presentation as return on investment.
6. No New Business
7. Date of next meeting November 15, 2023. It was noted the Chair will be out of the country November 17 – December 12, 2023.
8. Adjournment – **Motion 2023-10-03 Moved by Ian Bartlett, seconded by Ying Ji that the meeting be adjourned at 7:29 pm – carried.**