

Present

Josie Scott
Chris Couper
Ying Ji
Mary Adeyanju
Ian Bartlett
Shane Kramer
Elisabeth von Bloedau
Karen DeLuca, Chief Librarian

Regrets

1. The CEO called the meeting to order at 6:12 pm
2. Unanimous consent to approve the Agenda
3. No declarations of conflict of interest
4. Election of Officers – Chair: Trustee Josie Scott accepted the nomination by Shane Kramer, seconded by Chris Couper – carried; Vice Chair: Trustee Shane Kramer accepted the nomination by Mary Adeyanju, seconded by Chris Couper – carried.
5. Minutes – **Motion 2023-02-01 Moved by Shane Kramer, seconded by Ying Ji that the minutes of the November 2022 meeting be adopted as circulated – carried**
Motion 2023-02-02 Moved by Mary Adeyanju, seconded by Chris Couper that the minutes of the January 2023 meeting be adopted as circulated – carried.
6. Librarian’s Report
 - 6.1. Expansion Update: Trustees toured the renovation project. Window frames are being installed and timeline remains April for completion. The partition doors may be delayed, but the space should be completely functional by early May – in time for the library conference being hosted in Arnprior May 4 – 6. Exterior landscaping and programming space will completed in late spring.
 - 6.2. Financial Update: The Town of Arnprior has approved a grant of \$299K as per the Municipal Library Agreement with McNab/Braeside. The additional staffing request is on hold. Trustee Kramer will approach the Township for next steps. The Board will wait to approve the 2023 budget until the spring. To that end, the job description reviews remain on hold for now. The preliminary year end was reviewed. The YE surplus has been moved into 2023 operations and earmarked donations received in 2022 for expenditure in 2023 will be moved into reserves.
Motion – 2023-02-03 Moved by Shane Kramer, seconded by Mary Adeyanju that \$8040 from donations be moved into expansion reserves as per wishes of the donors.
The library is still waiting to hear about timing for the audit.
 - 6.3. Programming / Administration: March Break Registration is opening soon with a full slate of activities funded by the Scharf Family Charitable Trust. The partnership with SALC offering computer training has been met with a full class. The 8 Chromebooks and 8 WiFi Hotspots purchased with the grant monies will make their way to the library following the course in March. The library will start loaning these materials in the spring. The Library Bridge Club will be making a weekly donation in support of youth in need via the high school. To date, the library has collected well over \$1000 for this partnership. The CEO will investigate the guidelines for a grant via the Canadian Red Cross for another application for the Community Fridge Project.

The CEO will create a list of policies requiring updating and review with the aim of 1-2 policies per meeting.

Strategic Planning Survey – The CEO to gather quotes to facilitate the Strategic Plan Process. The anticipated cost could be paid by the Neumann Bequest. The 2016 survey approach could be repeated in the spring with the update of the document slated for September. Timelines deferred to the March Board Meeting.

The Little Branches Rural Roots Library Conference is taking shape. It will be a full three days of sessions, workshops and plenaries. There will be a need for volunteers to help the event run smoothly. All staff will be participating in the learning opportunities.

- 6.4. Statistics- Updated monthly statistics were reviewed. The document now includes a running tally of new memberships. The Township of McNab/Braeside has requested statistics specific to their residents' usage of the library. The CEO will extract these numbers and meet with Trustee Kramer and the chair to review.
7. New Business – Fundraising idea: Adopt-a-brick program to engage the community in the library's updated outdoor space.
8. Date of next meeting: Wednesday March 22 @ 6pm
9. Adjournment – **Motion 2023-02-04 Moved by Elisabeth Von Bloedau, seconded by Mary Adeyanju that the meeting be adjourned at 7:30pm – carried.**