

<b>Present</b>	Josie Scott Chris Couper Ying Ji Ian Bartlett Elisabeth von Bloedau Mary Adeyanju (via Zoom) Karen DeLuca, Chief Librarian	<b>Regrets</b>	Shane Kramer
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1. The Chair called the meeting to order at 6:02 pm
2. Agenda – **Motion 2023-03-01 Moved by Ying Ji, seconded by Chris Couper that the agenda be adopted as circulated** – carried.
3. No declarations of conflict of interest
4. Minutes – **Motion 2023-03-02 Moved by Ying Ji, seconded by Ian Barlett that the minutes of the February 2023 meeting be adopted as amended** – carried
5. Librarian’s Report
  - 5.1. Expansion Update: The installation of window frames and glass continue to be a delaying factor in completion of the project. Some of the downstairs shelving has been reinstated, but the Science Fiction and adult French collections remain in storage. It is anticipated the lower level will be occupancy ready in time for the upcoming Little Branches Rural Roots Library Conference in May. Installation of the pocket doors to the new main level programming space is delayed until June. Exterior landscaping and programming space will completed in late spring. The CEO will be meeting with the Town to discuss benches and other outdoor features regarding the expansion.
  - 5.2. Financial Update: The auditor will be onsite March 30 to review documentation in preparation of the financial statements. This year’s audit will still be using the Quicken / Excel combination for balance sheet documentation. QuickBooks has been purchased via TechSoup and will be implemented for the 2023 fiscal year with the purchase of services from a local accounting firm. The Town of Arnprior has paid 50% of this year’s grant; M/B will be invoiced following the June population review; As per the MOU with the Scharf Family Charitable Trust, this year’s donation of \$40,000 has been received.  
Final documentation for the annual survey to the Ministry is being gathered for submission for the Provincial Library Operating Grant. There’s been no news yet on the grant applications to Canada Summer Jobs, Young Canada Works and the provincial Summer Experience Program.
  - 5.3. Administration:
    - 5.3.1.Update re: Library Use agreement with McNab/Braeside - Information and statistics were assembled as per Trustee Kramer’s request who shared the report with M/B Mayor MacKenzie. The Library anticipates a presentation to the Township Council in May. Trustee Kramer will coordinate.
    - 5.3.2.Strategic Planning Timeline – Community focus groups and surveys will be planned for late summer/early fall with a facilitator assisting the Board to draft an updated Plan in early Fall. Community input will assist in drafting the 2024 budget request. To that end, the CEO will work on updated Job Descriptions so that the positions can be re-evaluated in May to tie into the town’s salary grid. Any changes will be retroactive to January 2023.

5.3.3. Other matters: The Website will be redesigned on WordPress. The current plan with Weebly includes an electronic Newsletter distribution feature that will also migrate to the new platform.

A community member has expressed interest in assisting the library with the creation of a Volunteer Portal website. The chair will coordinate the initial meeting to launch the project.

The CEO will bring forward policies for review in May and June. These will include updates to the Code of Conduct, circulation and programming among others.

Reminder: Trustee Training session in Perth April 15<sup>th</sup>.

The CEO will explore options for local IT support and firewall integration/maintenance.

5.4. Programming – March Break featured a full line-up of programming and while well attended, library programs are not generating waiting lists as in pre-pandemic years. This may be a result of more offerings throughout the community, or simply a shift in priorities from young families. The Youth Services Department will review programs and may modify to more literacy based programs such as tutoring. The Arnprior Rotary Club has indicated an interest in supporting a tutoring initiative. Staff will be meeting with Rotarians next month to explore options.

Adult programming is passive, but plentiful. Mondays feature the Whatknots morning knitting circle; Tuesday mornings there are two capacity Book Clubs meeting on a monthly basis and there weekly Tuesday chess meet ups in the Art Corridor. Chess has a solid following of all ages and the library has purchased additional sets and timers. Friday mornings there is an active ESL group and Friday afternoons there is community bridge with a participation fee supporting high school students in need. To date the library has collected nearly \$2000 in cash and donations of personal items and snack foods valued at more than \$1000 for the ADHS Guidance Office. The library will promote the relaunch of the Scrabble Meet-ups and the start of a Mahjong group as soon as lower level renovations are complete and there's more access to meet-up space.

The Art Corridor exhibit schedule is booked until the end of the summer.

The OVCAS Pop-up Art exhibit space will be dismantled in April following a 3 year participation. Food insecurity and homelessness is an ongoing community issue being felt in the library. The CEO will look at other options to bring a Community Fridge Project to fruition.

Reminder: The Little Branches Rural Roots Library Conference is May 4-6. Staff will be attending workshops, sessions and plenaries, but the library will aim to maintain as much curbside service as possible while closed to the public on those three days.

Volunteers will be needed and the schedule will be drafted by April 24<sup>th</sup> when registration closes.

5.5. Library statistics were reviewed

6. No New Business

7. Date of next meeting: Wednesday April 19 @ 6pm

8. Adjournment – **Motion 2023-03-04 Moved by Elisabeth Von Bloedau, seconded by Ying Ji that the meeting be adjourned at 7:08 pm – carried.**

