

Present

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

Regrets

1. The Chair called the meeting to order at 6:01 pm
2. Agenda – **Motion 2024-01-01 Moved by Shane Kramer, seconded by Chris Couper that the agenda be adopted as circulated** – carried.
3. No Conflicts of Interest declared
4. Minutes – **Motion 2024-01-02 Moved by Ying Ji, Seconded by Shane Kramer to accept the Minutes of the November Meeting as circulated** – carried.
5. Librarian’s Report
 - 5.1. Flood Damage update – Drywall and painting has started slowly throughout the lower level. Work crews arrived on January 8th and have been on site sporadically. Flooring is in stock and will be delivered by the end of the month. Staff access is limited to the fiction area and archives staff are exclusively working offsite. Custodial staff are responsible for the bringing book carts downstairs via the elevator. Workroom cabinetry will be reinstated at other town buildings. Staples and Buske’s will be contacted for work desks, IKEA for replacement book cases and COSTCO for stainless steel brackets in the server room. Replacement club chairs can be ordered from Corporate Furnishings; fireplace from The Brick or Wayfair. Insurance: CEO has not yet seen a list of the insurance company’s replacement breakdowns, nor the deductible portion for the library. Trustee Couper can inquire about lump sum payout for library losses.
 - 5.2. Financial – Budget deliberations are scheduled for February 5 at Arnprior Town Council; Deliberation date(s) for M/B Council have not been finalized. To date, there’s been no feedback or queries from either council in advance of the deliberations. Trustee Kramer to draft a recap letter for M/B Council and forward to the Chair and CEO for review and submission on letterhead. There have been several charitable donations in December which will be carried into 2024 for specific expenditures (Children’s programs, Large Print acquisitions, adult programming support and some small capital acquisitions). The CEO will close out the 2023 fiscal year within a few weeks and prepare financial documents for the audit, expected by mid March.
 - 5.3. Administration
 - 5.3.1. Technology – in light of the cyberattack at the Toronto Public Library, the CEO has reviewed APL’s technology protection. Ninpo, hired in July for IT services, also provides CyberSecurity as well as dark web monitoring included in the annual fee. The library’s database continues to be hosted by Insignia on their Canadian based servers in Edmonton.

A request has been made for a detailed protocol of their protection services including Firewall, network protection etc. The CEO will meet with Insignia staff at the upcoming Ontario Library Association Conference in Toronto.

5.3.2. Policy review

The Room Use policy was reviewed and unanimously approved with fee increases as well as some updated wording of available services.

The Internet Usage Waivers have been removed as a procedure for allowing the public to use the Internet. The rationale for the waivers dates to the start of Internet access at the library and is now obsolete. The general Code of Conduct addresses acceptable behaviour within the building and on public computers.

5.3.3 The CEO and Youth Services Librarian will attend the Ontario Library Association conference in Toronto at the end of January. In addition to the trade fair, there are relevant sessions on topics such as Community Fridge programs; Food Bank Partnerships; Outreach, Social Media; Marketing and a half day workshop on Strategic Planning.

5.4 Programming –

The NYE Gala was a break-even event. Although well received by all in attendance, the CEO provided 63.5 volunteer hours between December 26 and January 2 for this event. There were also a total of 5 volunteer hours provided by a Rotary Club member.

ESL classes have moved back to the library. The CEO is connecting with several newcomer support programs to offer expanded partnerships.

The Library will also take names for French and Spanish conversation meet-ups.

Readers' Advisory: Book displays for Black History Month, Blind Date with a Book, Staff Picks Children's Programs are on the typical January Break, but there will be class visits and Family Literacy Day events.

5.5 Circulation – Statistics were reviewed with increases in patron counts as well as record circulation numbers. Statistics will be gathered and submitted into the annual survey from the ministry and included in an annual review for local consumption.

Motion 2024-01-03 – Moved by Ying Ji and seconded by Shane Kramer that the Librarian's report be accepted – carried.

6. New Business – Trustee Couper inquired about promoting the library as a warming station. The CEO informed that staff has long been promoting the library as a cooling and warming destination, but that the library is not part of the Town's official emergency plan and the CEO has been it does not meet the specifications of an official warming or cooling location without a generator on site.
7. Date of next meeting: February 21, 2024.
8. Adjournment – **Motion 2023-10-04 Moved by Shane Kramer, seconded by Chris Couper that the meeting be adjourned at 7:05 pm – carried.**

