

Present Josie Scott
 Ian Bartlett
 Ying Ji
 Chris Couper
 Mary Adeyanju
 Elisabeth von Bloedau
 Karen DeLuca, CEO

Regrets Shane Kramer

1. The Chair called the meeting to order at 6:03 pm
2. Agenda – **Motion 2024-04-01 Moved by Ying Ji, seconded by Mary Adeyanju that the agenda be adopted as circulated** – carried.
3. No Conflicts of Interest declared
4. Minutes – **Motion 2024-04-02 Moved by Chris Couper, seconded by Ian Bartlett to accept the Minutes of the March Meeting**– carried.
5. Librarian’s Report
 - 5.1. Restoration update – All invoices for the insurance claim have been itemized and submitted to the Town for processing. Summary report circulated. Total value of expenditures to date: \$13,725 with the majority of the invoices in 2024. Items not yet replaced are primarily seasonal inventory and valued at \$2025 for which there may be a cash payout. The final furniture pieces are expected by the end of April. The downstairs office furniture has been installed with the proceeds of the Neumann Bequest.
 - 5.2. Administration
 - 5.2.1. Financial – Preliminary YE Financials were reviewed. The surplus from donations will be classified as either deferred revenue or reserves, pending audit review. Scharf Family Trust to cover the \$10,000 in youth programming costs with the remainder earmarked for the SFCT reserve as per MOU. Increase in automation costs reflective of the switchover in IT support and new hardware. This increase is offset by lower payroll budget line due to the flood.
 The quote from Library Outfitters for additional fiction shelving was reviewed.
Motion 2024-04-03 Moved by Mary Adeyanju, seconded by Chris Couper that the Neumann Bequest fund the \$2,795 expenditure of additional capacity shelving – carried

The library has received two Young Canada Works grants to cover two students in addition to the summer co-ordinator position which is already incorporated in the budget.
 Interviews are currently underway.
 Additionally, the 2024 SFCT donation will cover the cost of a summer administrative position to assist the Youth Services Librarian. This will allow for more outreach and managing registration.

There has not been an update from McNab/Braeside on the timing of their budget review and the library’s request for additional funding. Additionally, the Town and Township typically review population counts in June.

5.2.2.Strategic Planning – OLS consultant Alexandra Taylor has recommended a virtual meet and greet with the Board. The CEO will connect with her to determine timeline toward the end of May.

The draft survey was reviewed with some recommended amendments. Trustees to provide further input and the CEO will distribute a draft on-line version for comment and review at the May meeting with the goal of launching the survey as the first step and possibly launch during the Scharf Hall official opening.

5.2.3.Scharf Hall official naming – The library’s land acknowledgement to be translated into French and the CEO to source Algonquin vocabulary for the second page of the open book bench.

5.3. Programming

- The CEO has completed the annual survey and reports more than 10,000 programming spaces in 2023. This includes all children’s programs, class visits, passive adult programming hosted / organized by library staff and special events such as author visits and concerts. Summer programming planning is well underway with the calendar ready for distribution by early June.
 - The library will be hosting the Arnprior Open Chess Tournament (ranked) in early May with an anticipated 40 players from as far as Toronto and Montreal.
 - Arnprior Public Library has been invited to assist the Federation of Ontario Public Library’s booth at the August AMO conference being held in Ottawa.
 - Following meetings with the Longer Table and Pollinator Garden representatives it was determined the library could offer a family gardening club along the new programming area. Additionally, the neglected reading garden at the parking lot be dismantled.
- Motion 2024-04-04 Moved by Chris Couper, seconded by Ian Bartlett that up to \$3,000 can be spent from the Neumann Bequest for the garden projects – carried.**
- The Seed Library as established by the Butterfly Way Group is now set up at the circulation desk.
 - Service Canada will be scheduling some pop-up programming with the library through a new outreach initiative focussing on specific services.
 - Stage lights will be set up in blue along the Scharf Hall windows in honour of Community Living in May.
 - The Busker’s Café lineup has been booked to the end of the year
 - The CEO is working on a report to be presented to the Rotary Club requesting support for the ongoing ESL group and assisting newcomers with language testing costs.
 - The CEO met with market research consultant Shore-Tanner re: business retention and marketing.
 - The Mobile Crisis team will meet with the CEO at the end of April to introduce a new program for those needing support.
 - The Food Pantry program will start up in May and area stakeholders (Neighbourhood Link, Food Bank, Crisis Team and Ontrac) will be advised.
 - Newcomer meet-ups are being considered for the fall.

5.4 Circulation – Statistics were reviewed with increases in patron counts and circulation numbers.

Motion 2024-04-05 – Moved by Ying Ji and seconded by Chris Couper that the Librarian’s report be accepted – carried.

6. New Business – Trustee Chris Couper requested the website be updated with Board minutes. It was noted the launch of the library’s new website is imminent.
Additionally, the Town has requested the Board ensure financial reporting deadlines are met so that the municipality has the consolidated financial statements in a more timely fashion and further that financial reporting be included in the updated Strategic Plan.
The Town has followed up with staff regarding the T4s that arrived in unsealed envelopes. Guidelines for next steps were provided.
7. Date of next meeting: May 15, 2024.
8. Adjournment – **Motion 2023-04-06 Moved by Mary Adeyanju, seconded by Ian Bartlett that the meeting be adjourned at 7:22 pm – carried.**
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