

**Present** Josie Scott  
 Ian Bartlett  
 Ying Ji  
 Chris Couper  
 Shane Kramer  
 Mary Adeyanju  
 Karen DeLuca, CEO

**Regrets** Elizabeth von Bloedau

1. The Chair called the meeting to order at 6:04 pm
2. Agenda – **Motion 2024-05-01 Moved by Ying Ji, seconded by Shane Kramer that the agenda be adopted as circulated** – carried.
3. No Conflicts of Interest declared
4. Minutes – **Motion 2024-05-02 Moved by Ian Bartlett, seconded by Ying Ji to accept the Minutes of the April Meeting**– carried.
5. Librarian’s Report
  - 5.1. Administration
    - 5.1.1. Restoration update – Staff have not moved into the lower level workroom as surface black mould was discovered on a newly installed wall. The work is expected to be completed by the end of May. There has been no update on the insurance claim. The new building maintenance staff have toured the facility and minor fixes should be completed soon.
    - 5.1.2. Financial –KPMG has advised the audit work will begin June 10<sup>th</sup>. It is still uncertain whether staff will be onsite. The offer to drop off materials to the Perth office was declined in late April. Small capital purchases may exceed the \$2500 as per 2024 budget (mobile TV stand, modifications to existing furniture pieces etc. The CEO is to bring a request for further funds as needed from the Neumann Bequest.  
 Shane Kramer advised he’s received word from the Township that McNab/Braeside’s share of the Municipal Library Use agreement of \$5800 has been approved. The final population adjustments for both municipal grant allocations are typically reviewed by the Town of Arnprior in May or June. The Board will await final budget confirmations.  
 Job description for the Community Librarian has been completed. Posting will be done as soon as the position is placed on the updated grid.
    - 5.1.3. Strategic Planning. OLS Consultant Alexandra Taylor has provided feedback on the draft survey. She feels the questions and approach are strong and suggested the survey include a question about barriers to access. The CEO to clarify. A virtual meeting with the Board and the consultant will be scheduled. The logos of the SFCT and both municipalities to be included on the survey.
  - 5.2. Programming
 

The Chess Tournament was well received and the space appreciated by those in attendance from as far as Montreal and Toronto. The Busker’s Café lineup is secured into next year and there’s definite interest in restarting the Open Mics. The Strings of St Johns Orchestra has booked a May 2025 visit to the library.  
 Self-guided programs, with the exception of the Book Clubs will continue to meet throughout the summer.

The Garden club as well as outdoor plantings are on hold due to volunteer commitments. The library is still waiting for a quote from Millikens to clear the reading garden. The museum's garden volunteers have asked to partner on the space to preserve some of their heirloom plants.

Summer programming calendar is ready for distribution with registration for the Summer Reading Club beginning June 12<sup>th</sup>. It's the first step in the process of registering children in programs which rolls out on a weekly basis. SFCT will support the additional admin role for summer programming. The co-ordinator position will start in early June.

Technology: The updated website platform and electronic newsletter distribution still requires training prior to migration. The registration software has been renewed and processes streamlined. Insignia, the library's ILS is currently updating their cybersecurity protocols. Refurbished business laptops will be networked and ready for summer staff. It's been determined the library does not require to attend not-for-profit training sessions for compliance with the new legislation governing incorporated bodies.

In researching the requirements, there are many Arnprior entities which no longer exist, including Arncap – the incorporated body set up to facilitate the library's connectivity in the 1990s. The CEO will make further inquiries to determine next steps.

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

**Motion 2024-05-03 – Moved by Ying Ji and seconded by Chris Couper that the Librarian's report be accepted – carried.**

6. New Business – Chair Josie Scott reminded trustees of the invaluable information and training opportunities available through the Learn HQ hub as set up by the Ontario Library Service. Additionally, the trustee binder includes local board governance policies.
7. Date of next meeting: June 19, 2024.
8. Adjournment – **Motion 2023-05-04 Moved by Shane Kramer, seconded by Chris Couper that the meeting be adjourned at 7:00 pm – carried.**