

Present Maureen Sly Havey
Neil Salminen
Bill Skinner
Elizabeth Stewart
Karen DeLuca, Chief Librarian

Regrets Joan Cardiff
Lynn Grinstead

1. Chair called the meeting to order at 6:05 pm
2. Agenda - **Motion 2018-38 Moved by Neil Salminen, seconded by Elizabeth Stewart that the Agenda be approved circulated** - carried
3. No declarations of conflict of interest
4. Minutes
Motion 2018-39 Moved by Neil Salminen, seconded by Elizabeth Stewart that the minutes of the Regular Meeting of September 19, 2018 be approved as circulated – carried.
5. **Business arising from the minutes**
 - 5.1. **Pay Equity Plan Update** – For the Board to maintain the integrity of the original Pay Equity Plan it must continue to be tied to the Town of Arnprior’s salary grid. A shadow or overlay grid would be acceptable as long as reevaluations and reviews use the same criteria. The CEO will work with the new Human Resources Officer at the Town in 2019 to ensure all job descriptions are current and evaluated.
Motion 2018-40 Moved by Bill Skinner, seconded by Neil Salminen that the Library Board adopt the town’s 2018 Salary Grid and that all pay rates be adjusted accordingly, including retroactive pay to the date the revised grid was adopted by the Town in the spring of 2019 – carried.
6. **Librarian’s Report**
 - 6.1. **Financial Update**
 - 6.1.1 The Draft Budget was reviewed. It calls for a 1.9% total grant increase (Arnprior, McNab/Braeside and Lanark Highlands) in the amount of \$416,314. Highlights include: Continued free programming for Youth with the support of the Scharf Family Charitable Trust and a revenue of \$17K for adult programming. An assessment of area libraries indicates Arnprior ranks first in libraries of similar size re: self generating revenues. Expenditures: eResources have increased due to population spread; audit fees are reflective of the new RFP. The programming lines are offset by contribution from reserve (Scharf Family Trust and Adult Programming Reserves)
Following discussions on the proposed budget, the CEO was asked to present an updated draft including a full time staff member to assist with programming, possible in house IT support and Succession Planning.
 - 6.1.2 The Scharf Family Charitable Trust has made a long term commitment to the library with a pledge for capital donations toward additional programming space in the form of a Solarium. Programming support is also represented in the Memorandum of

Understanding which has been signed by both parties.

- 6.1.3 The Lanark Highlands Public Library Board has requested a formal agreement be reviewed and signed with both incoming boards.
- 6.1.4 Two GIC have matured. The CEO will gather current reinvestment rates and terms and circulate via email for a decision on reinvestment.

6.2. Administration

- 6.2.1. There has been interest in trustee positions on the Board. Both municipalities are accepting letters of interest. It is anticipated the Councils will make their appointments by early 2019. The CEO will provide a full training/workshop early in the new year.
- 6.2.2. There has been a formal request to hold a wedding and possible reception in the main library. Following discussion of liability and staffing, it was determined the library would be made available for the ceremony only. If the individual is interested in pursuing the idea, the CEO will gather comparable rates and it will be incorporated in the rate structure for the meeting room policy.
- 6.2.3. The CEO will be presenting a seminar at the 2019 OLA Superconference in Toronto. The library is also shortlisted for the Minister's Award for Innovation (Music of Your Life Program) which will be announced at the conference.
- 6.2.4. Holiday Hours of Operation – **Motion 2018-41 Moved by Neil Salminen, seconded by Bill Skinner that the library be closed December 23 – 26; December 31 – January 1, 2019 - carried.**

6.3. Programming

- 6.3.1. The Ontario Public Library Week Food for Fines program collected nearly \$400 in donations with \$154 in fines waived during the week long program. The Tom Thomson Music and Mystery Event was a sell out and people are clamouring for similar programming in the future.
- 6.3.2. A portion of the proceeds from the Sean McCann concert in September will be used to augment the library's collections on mental health, recovery and well being.
- 6.3.3. New Year's Eve Gala – To date, 83 tickets have been sold. Our fixed costs include \$25 per plate catering; \$1200 for the dance band and approximately \$400 for rental and décor. The Bar pays for itself (bartenders' fees, licence etc.)
- 6.3.4. The October and November newsletters were distributed and reviewed.

6.4. Statistics were reviewed

6.5. Correspondence included a complaint about excessive noise in the library; upcoming Trustee Council meetings; Thank you letter for summer programming;

7. **Strategic Plan Progress** – none to report

8. **Board members' advocacy activities:** Elizabeth Stewart hosted a meet and greet for two of the McNab/Braeside Councillors and wrote a letter to the editor re: the library's election policy.

9. No other business –
10. Date of the next meeting December 5th, 2018 to review revised budget options.
11. **Adjournment - Motion 2018-32 Moved by Bill Skinner, seconded by Elizabeth Stewart that the regular meeting of November 21st be adjourned at 6:51 pm – carried.**