

Present

Neil Salminen
Bill Skinner
Elizabeth Stewart
Lisa McGee
Jeanette Grant (arriving at 6:40)
Josie Scott
Susan Munro
Carolyn Swayze, Youth Services Librarian
Karen DeLuca, Chief Librarian

Regrets

SPECIAL MEETING

1. CEO called the Special Meeting to order at 6:30pm
2. Round table of introductions of newly appointed Trustees and overview of executive committee position responsibilities
3. Call for nominations and selection of executive positions-
 - 3.1. **Motion 2019-01 Nominated by Elizabeth Stewart, seconded by Josie Scott that Neil Salminen assume the chairmanship for the current term – carried.**
 - 3.2. **Motion 2019-02 Nominated by Susan Munro, seconded by Lisa McGregor that Josie Scott assume the position of Vice-Chair for the current term - carried**
 - 3.3. **Motion 2019-03 Nominated by Lisa McGee, seconded by Elizabeth Stewart that Bill Skinner be assume the position of Treasurer for the current term – carried.**
 - 3.4. Trustee Representative to SOLS regional meetings will not be an assigned position on the executive. All members are encouraged to attend these regional meetings.

REGULAR MEETING

1. The Chair called the regular meeting to order to order at 6:43pm
2. **Motion 2019-04 Moved by Elizabeth Stewart, seconded by Bill Skinner that the Agenda be approved circulated - carried**
3. No conflicts of interest declared
4. **Motion 2019-05 Moved by Bill Skinner, seconded by Elizabeth Stewart that the minutes of the December 19, 2018 meeting be approved as circulated – carried.**
5. Business arising from the minutes
 - 5.1. Letter to the Editor – The letter to the editor as signed by the previous board chair was circulated. There has been no further follow up to the social media posts and letter to the editor from a meeting room complaint.
 - 5.2. Dreessen Architects proposal – the package was received and will be reviewed at a special meeting in March.

6. Librarian's Report

- 6.1. Budget update - the Town Council did not approve the request for additional staffing to cover programming costs. The 2019 Grant allocation is \$288,134 – based on the shared user agreement with McNab Braeside. This agreement includes a 1% COLA clause. The CEO presented a revised budget to allow for the 2% COLA increase for payroll and new tallies for eResources (released in January 2019). The revised budget includes a \$16,273 contribution from reserves to cover the additional costs and balance at zero.
Motion 2019-06 Moved by Elizabeth Stewart, seconded by Susan Munro that the 2019 Operating Budget for \$512,018 be approved as presented. This revised budget includes a \$16,273 contribution from reserves to cover increased cost of eResources, 2% COLA, summer student wage and depreciation. – carried
- 6.2. Year end preliminary – The books have been closed for 2018, but there are still a few outstanding due to/from the Town of Arnprior issues yet to be resolved. Lisa McGee offered to meet with the Town's Finance Department to ensure the \$3000 in Development Charges as budgeted in 2018 will be transferred; additionally the \$1802 shortfall from the population recalculations in the Joint User Agreement with McNab/Braeside will be addressed.
- 6.3. Audit – the auditors have requested March 29th as their visit to the library.
- 6.4. Administration – The CEO and Youth Services librarian reported on the Ontario Library Association's 2019 Superconference. A prevalent theme centered on homelessness. There were connections with new vendors and ideas for future programming. The Library also received recognition for the Music of Your Life Program with the 2018 Minister's Award for Innovation at the annual awards gala.
- 6.5. Programming – March Break registration has opened and thanks to the Scarf Family Charitable Trust, all events are free of charge. There are programs for all ages, including a Friday night Magic Show for teens.
Plans are underway for our first Open Mic; Film Club continues to be well attended as well as a flourishing partnership with ARH for the Arnprior Discovery Lecture Series.
Newsletters from January and February were reviewed. There are 900 regular subscribers to the library's electronic newsletter and a further 40 – 50 print copies are distributed each month at the circulation desk.
- 6.6. Statistics – Trends were reviewed.
- 6.7. A letter from the Lanark Highlands Public Library requesting a more formal service agreement document was received. The CEO will work on an outline for future consideration.
7. Strategic Plan – The current plan is due for renewal in 2019. Previously Bill Skinner facilitated the project. A committee comprised of Jeanette Grant, Josie Scott, Elizabeth Stewart and Bill Skinner will set parameters and guide the updated plan.
8. Report on Board Member's Advocacy – Bill Skinner reported on a recent seminar he attended in Ottawa focusing on the not for profit sector and charity law. (Ontario Charities Act) He can supply documentation for anyone interested in further information.

9. No other Business

10. Date of Next meeting: A special meeting of Board is scheduled for March 5th to discuss the scope of work document for possible expansion in addition to the preliminary drawings.
The next regular board meeting is scheduled for March 20, 2019.

11. **Adjournment - Motion 2019-07 Moved Elizabeth Stewart, seconded by Lisa McGee that the regular meeting of February 21, 2019 be adjourned at 7:48 pm – carried.**