

**Present**

Neil Salminen  
Bill Skinner  
Sue Munro  
Elizabeth Stewart  
Lisa McGee  
Josie Scott  
Andrew Nellestyn  
Karen DeLuca, Chief Librarian  
Carolyn Swayze, Youth Services Librarian

**Regrets**

1. Chair called the Zoom meeting to order at 5:14pm
2. **Motion 2020-07 Moved Andrew Nellestyn, seconded by Sue Munro that the Agenda be approved as circulated - carried**
3. No conflicts of interest declared
4. **Motion 2020-08 Moved by Josie Scott, seconded by Sue Munro that the minutes of the February 19, 2020 meeting be approved as circulated – carried.**
5. Librarian's Report
  - 5.1. COVID Closure: CEO and Youth Services Librarian have been working from home with occasional trips to the library to manage book drop returns, WiFi connectivity, retrieve work, repurpose computers (spacing). The website was revamped to highlight the eResources. New and some free databases were added. Hoopla is a new platform for eBooks, audio, music and streaming. \$1000 was allocated from Development Charges (acquisitions). More than 40 temporary eAccess memberships have been created for new patrons. Memberships are automatically being renewed and updated for continued virtual access. New acquisitions are being catalogued. General protocols for various stages of return to work have been established and planning is well underway for a modified summer reading club for youth. Guidelines have been established for safe handling of materials. CDC reports suggest a 72 hour quarantine is sufficient for all library materials. Ristech offers a book sterilization unit which is being purchased by some of the library systems. After consideration, the board has opted to continue with the status quo of the quarantine and disinfectant wiping of materials.
  - 5.2. Curbside Service will begin May 26<sup>th</sup>. Staff will be collecting reserves and bundling them in paper bags for appointment based pickup. Safety protocols include masks and gloves. Hand sanitizer will be available for the public at the pickup table. There will be a doorbell. Pickup days will start with Tuesdays, Thursdays and Saturdays.
  - 5.3. Financials:
    - 5.3.1. Part time staff will be returning to work for three 4 hour shifts per week. Summer student grants have been received from Canada Summer Jobs and Young Canada Works. As in previous years, these positions will deliver a modified program for children under the TD Summer Reading Club banner.
    - 5.3.2. Financial and administrative documentation has been delivered to the auditor's office in Perth. We are awaiting the draft statements.
    - 5.3.3. The library was unsuccessful in its bid for the Pat Morris Grant for small, rural libraries.

- 5.4. Expansion: The Geotech survey has been completed as part of the process for the expansion drawings. The plans are expected shortly. Monies for this project has been earmarked from the GIC (Gaumont Bequest) which matured in 2019 and is currently being held as a cash reserve.
- 5.5. Programming –
- 5.5.1. Mardi Gras – the fundraising breakdown was reviewed. Charitable receipts are being written for distribution when the library reopens. The Food Bank has received a cheque for its portion of the proceeds. Options for fundraiser during COVID: Drive in “Boogie for Books” dance party. CEO has contacted a DJ who would be interested. To be secured: location (Parking lot) with restrooms available and by-law permission from the Town. Details to be determined. Sue Munro has volunteered to assist as required.
- 5.5.2. Youth Services librarian outlined the modifications to this year’s TD Summer Reading Program which includes book bundles with activities and crafts to be signed out via the curbside model. Participants will be joining in a kick-off party hosted on Valley Heritage Radio and supported by Dominos Pizza. Cost will be borne by the Scharf Family Charitable Trust.
- 5.5.3. Joint Services Agreement: The CEO will contact the Town re: upcoming discussions / review of the Joint Services Agreement with the Township. There are a few other Library Boards working with Municipalities. The CEO will source their approaches / funding structures. It would be advantageous for the Township and the Library to create a business model with long range vision for library service.
- 5.6. Statistics were reviewed. Physical material circulation is reflected through the renewals of items not yet returned in the book drop. There’s been a marked increase in eResources. Each of the databases will be monitored closely. Many of the vendors have extended free services, such as Ancestry. Curbside pickups will be tracked in the coming months.
- 5.7. Correspondence included followup from SOLS on its upcoming merger with OLSNorth
6. Other business
- 6.1. Joint Services Committee:  
**Motion 2020-09 Moved by Andrew Nellestyn, seconded by Susan Munro that Neil Salminen, Elizabeth Stewart and the CEO be appointed to the committee to review the agreement with McNab/Braeside** - carried. The Board would like to explore a discussion paper on an enhanced presence in the township (outreach to day camps, deliveries etc. with a possible virtual branch as part of a long term business plan.
- 6.2. APL has received another provincial award. The Ontario Public Library Association will make the official announcement within the next month. The library will issue a press release at that time.
- 6.3. The 2020 edition of the Little Branches Rural Roots library conference which was scheduled for Arnprior in October, has been postponed to October 2021.
7. Advocacy: Josie Scott reported that the Adhoc Committee on Poverty is releasing its final report in early June. The library’s vast array of services will be featured as a community asset.
8. Date of the next meeting: tentatively set for June 17<sup>th</sup> at 5pm.
9. **Adjournment - Motion 2020-03 Moved Lisa McGee seconded by Elizabeth Stewart that the regular meeting of May 20, 2020 be adjourned at 6:13 pm – carried.**

