

Present Neil Salminen
Bill Skinner
Elizabeth Stewart
Josie Scott
Karen DeLuca, Chief Librarian

Regrets Lisa McGee

1. Chair called the meeting to order at 6:04 pm
2. **Motion 2020-10-03 Moved by Elizabeth Stewart, seconded by Bill Skinner that the Agenda be approved as circulated** – carried
3. No conflicts of interest
4. **Motion 2020-01-04 Moved by Josie Scott, seconded by Bill Skinner that the minutes of the September 16, 2020 regular meeting be approved with correction to item 7.1 to read: “Community room bookings for the general public will be reassessed in early 2021” and that the minutes of the special meeting held October 1, 2020 be approved as circulated** – carried.
5. **Board Structure**
 - 5.1 Notice of resignation of Trustee Andrew Nellestyn received. Recruitment to begin to replace this Arnprior representative. Town to request letters of interest. The November Newsletter will request interested parties to contact the librarian for further information.
 - 5.2 Executive Committee
 - Motion 2020-10-05 Moved by Elizabeth Stewart, seconded by Bill Skinner that Josie Scott assume the position of Interim Chair until a full 7 member board is reconstituted.** –carried. Signatories for the board will remain status quo for the time being.
6. **Service Contract Update** – Neil Salminen reported the requested documentation has been sent to McNab Braeside Township (updated budget / forecast; explanatory notes) with a request to present information on the current service model. No further updates to report. McNab/Braeside representative Elizabeth Stewart to reach out to the Council to request the opportunity to speak to the library’s financials.
7. **Librarian’s Report**
 - 7.1. Budget presentation timeline: McNab/Braeside will start their deliberations in November. The library has requested a continuation of status quo funding level as per the Joint Services Agreement. The Town of Arnprior will invite community organizations to present their 2021 budgets on December 9th with documentation to be provided by November 30th.
 - 7.2. The COVID Service model / Safety Plan was reviewed. Curbside and appointments are well received, but there is concern the constraints of appointments may be a barrier. On average there are 40 daily visitors for browsing and computer usage Monday – Friday. Saturdays remain curbside only as custodial service is limited. Staff is recommending a drop-in model for browsing with information gathered at the welcome desk for contact tracing purposes. Cleaning schedules will rotate on an hourly basis.

- 7.3. Programming update: Curby is ready to start delivery. CTV News will document the first visit to Walter Zadow Public School and Leaps & Bounds Daycare at AJ Charbonneau Public School. The library is waiting for confirmation from the other schools for resource drop-offs. When McNab School begins the service, staff will connect with the Township office to provide regular WiFi on Wheels sessions. The New Horizons Grant Application has been submitted. The goal would be to use the grant to purchase ChromeBooks and additional data for the WiFi on Wheels project.
- 7.4. Statistics were reviewed. New relevant statistics will be added to the monthly reporting. The annual library “count” as mandated by the ministry will take place at the end of November.
8. No other business
9. Date of next meeting: November 18th to review the 2021 Budget
10. Adjournment 6:42pm