

**Present** Josie Scott  
Bill Skinner  
Elizabeth Stewart  
Lisa McGee  
Hyacinth Chatterton  
Elisabeth von Bloedau  
Karen DeLuca, Chief Librarian

**Regrets** Neil Salminen

1. Interim Chair called the meeting to order at 6:04 pm
2. **Motion 2021-02-01 Moved by Lisa McGee, seconded by Elizabeth Stewart the Agenda be approved as circulated.**
3. Roundtable introductions and welcome to the two newly appointed Trustees
4. No declarations of conflict of interest
5. **Motion 2021-02-02 Moved by Elizabeth Stewart, seconded by Lisa McGee, that the minutes of the January 20, 2021 meeting be approved as circulated – carried.**
6. **Librarian’s Report**
  - 6.1. The Township of McNab/Braeside forwarded the balance of the 2020 grant. The cheque for \$33,869 was received and deposited earlier in the week. The allocation is \$2,771 more than the revised budget amount. There was no explanation accompanying the cheque. Mayor Peckett has requested usage details including number of active library memberships and the corresponding number of households represented as well as the current non-resident membership fee. As per the PLA, an official of a contracting municipality is entitled to review printed lists under strict privacy guidelines. Mayor Peckett has requested a time to review the list. No date has yet been confirmed.  
The CEO will present a draft contract for board consideration and input. The aim is to provide a streamlined document using other contracts as a model. The Board will review the draft document and then approach the Township to begin negotiations. The Chair will represent the Board at the negotiating table; the past chair will assist as required.
  - 6.2. Financial Report
    - 6.2.1. The Town of Arnprior approved the 2021 grant request of \$291,411. It includes an anticipated COLA increase of 1.5% for payroll
    - 6.2.2. The 2021 M/B contribution is based on the Joint Services Agreement which remains in effect until December 31, 2021. The exact amount is to be determined.
    - 6.2.3. Draft Year End Financials were reviewed. The Audit is anticipated before the end of April. An announcement on the New Horizons grant application is expected by the end of March. The library applied to enhanced funding to bring WiFi into the community, with a focus on the senior population. CIRA (The Canadian Internet Registry Association) will open its funding applications in March. The library will apply for monies to introduce a loanable WiFi Hotspot program.

6.3. The February newsletter was distributed.

Virtual Youth programming is continuing and families are also requesting Book Bundles and craft activity bags. Additionally, resources are delivered to classrooms in the various schools. Family Day activities were held with the support of downtown businesses for our first Word Walk. March Break Programming is being finalized.

For adults, the library has expanded curated book selections to include Keeping in Touch Kits as well as Binge Bags of Movies.

Announcement on Summer Student Grants are expected by May.

Summer students applied via the Town of Arnprior's advertising for summer positions. The library waited 2 weeks to receive resumes and lists of applicants were incomplete. It is recommended that the library advertise independently for next year's process.

The Provincial Government lifted the lockdown restrictions on February 10<sup>th</sup>. The library reopened for in person browsing, computer usage, book sales etc. The main meeting room is currently being used for quarantine protocols and to accommodate the Health Unit's guideline of "one entrance, one exit".

Safety measures / protocols for staff and the public have been reinstated now that the building has reopened to the public.

All library usage will be tracked for contact tracing as well as planning for modified hours / service levels. Current hours: Mondays 12 – 7pm; Tuesdays to Fridays 10am – 5pm; Saturdays (curbside only) 10am – 2pm.

6.4. Circulation statistics were reviewed. The Monthly Snapshot of library usage will be modified to better reflect current library usage.

7. Next meeting: March 17, 2021

8. Adjournment: **Motion 2021-02-03 Moved by Lisa McGee, seconded by Elizabeth Stewart that the meeting be adjourned at 7:22 pm – carried.**