

Present

Josie Scott
Bill Skinner
Elizabeth Stewart
Neil Salminen
Hyacinth Chatterton
Elisabeth von Bloedau
Karen DeLuca, Chief Librarian

Regrets Lisa McGee

1. Interim Chair called the meeting to order at 6:06 pm
2. **Motion 2021-04-01 Moved by Elizabeth Stewart, seconded by Bill Skinner the Agenda be approved as circulated.**
3. No declarations of conflict of interest
4. **Motion 2021-04-02 Moved by Elizabeth Stewart, seconded by Bill Skinner, that the minutes of the February 24, 2021 meeting be approved as amended – carried.**
5. **Service Contract Update**
 - 5.1. First draft of a new service agreement as distributed to Trustees in March was reviewed. The document has been shared with Ontario Library Service consultants for input. OLS is currently working on a set of guidelines and possible template for library service agreements. The CEO was directed to draft an introductory letter for Board consideration prior to reaching out to the Township to begin the negotiations.
 - 5.2. **Motion 2021-04-03 Moved by Bill Skinner, seconded by Elizabeth Stewart that the quote from Manifold Data Mining Inc. to update population counts be approved – carried.**
6. Librarian's report
 - 6.1. Financial Update
 - 6.1.1. Documentation will be delivered to Auditors following the Easter Weekend.
 - 6.1.2. Scarf Family Charitable Trust has provided \$40,000 as their 2021 annual contribution. It is recommended the MOU be updated to reflect the increase in donations. The CEO to contact CRA re: reserve for expansion now that plans are on hold because of the pandemic. Additionally, the Board wishes to seek clarification on the Development Charge By-law review and request the allocation be shifted from acquisitions to capital. Currently there is an Ontario Trillium Foundation Stream (operating grants) for not-for-profits. The Board would be competing with other municipal interests if/when a capital stream opens this year. Development Charges by-law may also be renewed to include capital for the library.
 - 6.2. Programming / Newsletter Review

The April Break calendar was distributed and the Newsletters (March and April) were circulated. Plans are underway for a refresh to the Summer Reading Club roll-out. Interviews for summer student positions have been completed. It is recommended that the library initiate its own advertising/recruitment campaign for summer students in 2022.

The Library has been nominated in three categories in the Greater Arnprior Chamber of Commerce 2020 awards to be announced at the end of April. Categories: Best Storefront (digital or physical); Best COVID pivot; Best not-for-profit. Winners will be decided by public vote. The deadline is April 15.

6.3 Service levels

The Stay at Home order is now in effect. As per ministry guidelines, all libraries are able to continue Curbside services. To comply with reduced contact, the library will limit the number of appointments per 15 minute time slots from 5 to 3. Curbside Printing will continue and post-secondary exam invigilation is permitted, although there has been very little interest from distance learning students.

Strict at-work guidelines will be re-instated and full time staff will work remotely when possible. Part time hours will be limited with cost savings re-directed to service hours when restrictions are lifted.

6.4 Statistics were reviewed. New spreadsheets will now be distributed including a daily snapshot of the

7. No New Business

8. Date of the next meeting will be at the call of the Chair pending draft audited financial statements.

9. Adjournment: **Motion 2021-04-04 Moved by Bill Skinner, seconded by Hyacinth Chatterton that the meeting be adjourned at 7:01 pm** – carried.