

Present

Josie Scott
Lisa McGee
Meaghan Shannon Kolar
Neil Salminen
Bill Skinner
Karen DeLuca, Chief Librarian

Regrets

Elisabeth von Bloedau

1. Chair called the meeting to order at 6:02 pm
2. **Motion 2022-03-01 Moved by Lisa McGee, seconded by Meaghan Shannon Kolar that the Agenda be approved as circulated.**
3. No declarations of conflict of interest
4. Minutes – **Motion 2022-03-02 Moved by Meaghan Shannon, seconded by Bill Skinner that the minutes of January 19, 2022 meeting be adopted as circulated** – carried
5. Librarian’s Report
 - 5.1. Expansion Update – The CEO is working with the Town to finalize the documentation for the Expansion Tender. Announcement on the successful grant is still pending official word from the funding source. The Town will release the tender with the anticipated deadline for bids to be mid-April. Renovation work will be limited to the new programming space, outdoor programming space and the creation of a small mechanical room carved out of the lower level workroom.
 - 5.2. Financial Report
 - 5.2.1. The Draft Reserve Policy was reviewed and amended to define surplus operating funds as self-generated monies and further defining the Future Development Reserve to include Professional fees. **Motion 2022-03-03 Moved by Lisa McGee, seconded by Meaghan Shannon Kolar that the Reserve Policy be approved as amended** – carried.
 - 5.2.2. Preliminary YE financials were reviewed. The documentation will be delivered to the auditors within the next 2 weeks.
 - 5.3. Administration
 - 5.3.1. M/B Township Statistics Request. The Township’s letter was received in addition to Arnprior’s official reply for statistical information from the recreation department. The CEO has been directed to resend the statistics supplied in November 2021 in addition to any updated information that can be disclosed.
 - 5.3.2. COVID protocol updates – The library will resume in person programming for March Break as well as expanding some of the adult program offerings such as Chess Club, Book Club and the Knitting Club. The library will continue to distribute rapid tests and masks as supplied free of charge from the Canadian Red Cross.
 - 5.4. The March Break programming lineup was presented and the Newsletter was distributed.

- 5.5. Circulation Statistics – With the resumption of class visits and outreach to a greater number of classrooms, children’s circulation is poised to trend patterns in 2019. The updated report will include those comparisons for the remainder of 2022.
6. Other Business - Library is still awaiting the appointment of the M/B Trustee and the Municipal Library Use Agreement is expected to be signed by all three parties by the end of the month.
7. Date of the Next Meeting at the call of the chair
8. Adjournment - **Motion 2022-03-04 Moved by Meaghan Shannon, seconded by Bill Skinner that the meeting be adjourned at 7:04 pm – carried.**