

Present

Josie Scott
Lisa McGee
Meaghan Shannon Kolar
Bill Skinner
Karen DeLuca, Chief Librarian
Herb Langer, Arnprior Chess Club

Regrets

Elisabeth von Bloedau
Neil Salminen
Shane Kramer

1. The Chair called the meeting to order at 6:02 pm
2. **Motion 2022-09-01 Moved by Lisa McGee, seconded by Meaghan Shannon Kolar that the Agenda be approved as amended.**
3. No declarations of conflict of interest
4. Minutes – **Motion 2022-09-02 Moved by Meaghan Shannon, seconded by Lisa McGee that the minutes of June 2022 meeting be adopted as circulated** – carried
5. Welcome to Herb Langer, Arnprior Chess Club who presented his proposal to use the library for a provincial chess tournament May 19 – 22, 2023 with the goal of hosting an international calibre tournament in the future. If the tournament is awarded and attracts more than 50 players it may be necessary to close the library for regular Saturday service.
Motion 2022-09-03 Moved by Meaghan Shannon Kolar, seconded by Bill Skinner that the board endorse the bid to host the Ontario Open Victoria Day Weekend 2023 – carried.
6. Expansion update – The initial construction schedule was distributed. To date, Micropiles have been installed and there's a delay in receiving the steel. Foundation work is approximately 2 weeks behind schedule. The plan is to double up the trades as time permits to keep on schedule with a preliminary walk-through by late February 2023. Tarps and barriers have been installed to protect windows. Interior work is expected to begin by mid-October. The extent of the disruption will be determined shortly.
Protocol for the naming of the Scharf Hall to be clarified with a meeting between the CAO and Librarian.
7. Librarian's Report
 - 7.1. Financial
 - 7.1.1. Neumann Bequest: The initial installment of the bequest was received in late August and a charitable tax receipt was issued in the amount of \$165,000. As per CRA guidelines, receipted donations are expected to be disbursed within a relatively short timeline. The list of capital expenditure options and the quote from Library Outfitters for mobile shelving were distributed and reviewed.
Motion 2022-09-04 Moved by Lisa McGee, seconded by Meaghan Shannon Kolar that Library Outfitters supply the mobile shelving units to replace the remaining shelves on the main floor – carried.
In addition to the Neumann Bequest, there have been several in memorium donations this year. The families are excited to have those monies earmarked for a special bench in the new exterior library space in spring 2023.

7.1.2 Development Charges: In its review of the Development Charges By-law the town invited the CEO to a meeting with Watsons & Associates to review the collections and equipment acquisitions. During the consultation process, the consultants confirmed the option to allow the Town to use DCs from the library's capital lines to repay the Town's Capital Reserve dedicated to the expansion.

The CEO will request a meeting with the CAO to review various issues including the naming of the expansion and the allocation of additional DC funds for the current expansion.

7.1.3 Motion 2022-09-05 Moved by Bill Skinner, seconded by Lisa McGee that the remainder of the Neumann Bequest be moved into a cashable GIC – carried

Further discussion on the monies forthcoming from the bequest. Consensus was the incoming board would require to update the strategic plan and establish options for reserves and expenditures of the donation.

ScotiaBank has altered the library's account profile and is now charging service fees for deposits. The banking official assigned to the library's account has not yet provided an explanation for the change to the terms of banking fees which had been grandfathered for the library's general account. A formal letter from the Board will follow-up the issue.

Grants: the Town of Arnprior has issued the final installment of the municipal grant; McNab/Braeside has been invoiced for the full grant amount; the Provincial Library Operating Grant is expected to be deposited by the end of October.

2023 Budget approaches: the CEO to prepare a budget including the Full Time Community Services Librarian; status quo on the remaining budget lines and incorporate contributions from reserves in the income portion of the budget. The library Board is slated to present the budget on December 7th. Lisa McGee to confirm timing.

7.2 Programming

Outreach – the library attended 4 major summer festivals / events which included not only service promotion, but mobile WiFi and signing up new patrons and circulation of display materials.

Little Lending Library supplies were replenished and updated.

The partnership with Ottawa Valley Community Arts continues to draw an audience. The Pop Up Art exhibits are refreshed on a 4 month rotation.

Given the timeline for renovations, the New Year's Eve Gala has been suspended and the HeartBeats have been confirmed to perform on December 31, 2023.

There's a tentative lineup of Art Corridor Displays ready for rotation in the new year.

Little Branches Rural Roots Library Conference has been postponed to May 4 – 6.

Fall Newsletter was distributed and reviewed.

Children's Programming: The TDSRC was a tremendous success with 352 children registered. In previous years, the program would peak at 190 participants.

We implemented a \$5 fee for no shows which worked very well and allowed staff to back fill capacity programs from the waitlists. Three summer students provided support for the full slate of events which included a virtual coding camp, drop in programs, magic shows, Little Ray's Reptiles, a Dinosaur expert, and special events including multicultural programs and guests. We

also provided take home kits from Let's Talk Science as well as take and make craft kits (surplus from summer 2021)

The online registration portal has been an incredible time saver and well received by patrons.

There's been a request for a price to use the main library as a wedding reception venue in August 2023. Information based on previous events (NYE and Mardi Gras) has been shared with the couple. The booking would coincide with the library's off-hours. It is the first such request.

Motion 2022-09-06 Moved by Lisa McGee, seconded by Meaghan Shannon Kolar the CEO provide a breakdown of services for a rental fee of \$400 – carried.

7.4 Statistics were reviewed.

There's been an incredible surge in new memberships. By the end of 2022, it is expected new memberships will top 1000. The trend will be monitored and promoted in the library's report to Council as part of the budget presentation.

Circulation has also increased from 2019 rates, but it has been noted that patrons are using the library differently than pre-pandemic. The online circulation has plateaued since 2021, but at this point patrons are not lingering in the open spaces as in previous years.

Room bookings are starting to build back.

8. No new business

9. Next meeting: October 19, 2022

10. **Motion 2022—09-07 Moved by Meaghan Shannon Kolar, seconded by Bill Skinner that the meeting be adjourned at 7:38pm – carried.**