

Present

Josie Scott
Ian Bartlett
Ying Ji
Chris Couper
Shane Kramer
Mary Adeyanju
Elisabeth von Bloedau
Karen DeLuca, Chief Librarian

Regrets

1. The Chair called the meeting to order at 6:08 pm
2. Agenda – **Motion 2023-11-01 Moved by Ian Bartlett, seconded by Elisabeth Von Bloedau that the agenda be adopted as circulated** – carried.
3. No Conflicts of Interest declared
4. Minutes – **Motion 2023-11-02 Moved by Chris Couper, Seconded by Elisabeth von Bloedau that the Minutes of the October Meeting as circulated** – carried.
5. Librarian’s Report
 - 5.1. Flood Damage update – There’s been no movement on the lower level restoration timeline. Trustee Couper advised insurance will cover the content losses. A finalized list of replacement monies; distribution of said funds and breakdown of deductible fees has not yet been confirmed by the Town. It appears surplus cupboards from the lower level workroom can be repurposed elsewhere in the Town and possibly a few pieces for the Archives’ use. The space will be better utilized as a collaborative workspace with bookshelves and workstations. Town staff will consult with the restoration team to determine the lingering odour in the outer foyer. It is somehow linked to the sewer backup. There will be an effort made to allow for additional capacity for upcoming library events (concert and New Year’s Eve Gala) by cordoning a section of the lower level allowing staff and volunteers access to the one functional downstairs washroom.
 - 5.2. Financial – 2023 Forecast included with the 2024 Draft Budget proposal. The 2024 ask reflects the Board’s desire to have the Town and Township recommit to the 2020 budget approval for a new full time community librarian position. This approach attempts to meet some of the requirements in a successful succession plan for the library as well as meet demands of a growing community.

The financial plan is to fund part of the new position with the investment interest from the Neumann Bequest; request \$5,000 top-up from the Township’s Municipal Library Use Contract and request the remaining budget constraints from the Town of Arnprior – namely the increase in audit fees, insurance fees and automation (licence fees, technology requirements etc.) For the Town portion, the request is an additional \$22,420 for 2024.

Presentation to the Town will be in December; Trustee Kramer will consult with the Township Council for a presentation date.

Motion 2023-11-03 – Moved by Ian Bartlett, seconded by Ying Ji that the 2024 Draft Budget including the full time (8 month pilot) Community Librarian position; 2% payroll COLA increase and fee increases for audit, insurance and technology be approved as circulated and presented to the councils of the Town of Arnprior and Township of McNab/Braeside – carried.

5.3. Administration – Development charges- the 2023 monies have been spent on a new French Indigenous collection and updates throughout the adult non-fiction collection.

Options for the 2024 DC collection expenditure include assistance for newcomers. The CEO will work with Trustee Adeyanju to review some language testing platforms and resources.

Cornerstone HR anticipates the salary grid review to be completed early in 2024.

Final details are being reviewed for the updated website. Following a learning curve on updates and new plug-ins, launch will be in early 2024.

The library is also moving its newsletter email distribution to CyberImpact – a Canadian based platform at an affordable fee.

IT handover is complete. Ninpo continues to provide on and off site support and has set up a robust cybersecurity monitoring system.

The CEO and Youth Services Librarian will attend the Ontario Library Association conference in Toronto at the end of January. In addition to the trade fair, there are relevant sessions on topics such as Community Fridge programs; Food Bank Partnerships; Outreach, Social Media; Marketing and a half day workshop on Strategic Planning.

5.4 Programming –

Both author events were well received with capacity crowds and very kind follow-up letters from the participants.

The November concert is also at capacity and attempts will be made to accommodate those on the wait list. Parking may be an issue for this event as it coincides with the Santa Claus parade, but attendees will be reminded in advance.

The NYE gala is nearing the break-even point on ticket sales.

The Board has advised the CEO to cancel plans for the Christmas Concert due to staffing constraints.

Inventory has been temporarily moved to the lower level Gaumont Room and lightweight room dividers have been ordered allowing some expanded use of the main level meeting room. ESL will be invited back to the library in December; LEGO meetups can resume and some daytime room use can be made available.

Youth Programming: Baby Rhyme Time continues at capacity registration and is held in the Scharf Hall; Advent Book Bundle creation evening is set for late November with a total of 20 participating families. The library provides Christmas wrap, refreshments and a keepsake book for the bundle courtesy of the financial support from the Scharf Family Charitable Trust.

Friday morning drop-in story times continue through to the end of the year. These toddler and preschool sessions are also held in the Scharf Hall. Monthly this program welcomes BIAK with drumming and Indigenous teachings for the youngsters.

5.5 Circulation – Statistics were reviewed. October saw a 15% increase in circulation from the previous year. It should be noted expansion construction started in earnest in the fall of 2022.

The library continues to see unprecedented membership growth and 2023 circulation is poised to be the highest ever – this despite the lower level being closed to the public.

The CEO is participating in the Ontario Library Service training on the VOLT project (Valuing Ontario Public Libraries Toolkit). It helps to provide Social Return on Investment calculations based on each library's unique funding model.

6. New Business – Trustee Couper requested staff name tags and/or a “meet the staff” webpage. Staff Picks displays with photos is another option proposed by the CEO.
7. Date of next meeting will be at the call of the chair.
8. Adjournment – **Motion 2023-10-04 Moved by Ian Bartlett, seconded by Ying Ji that the meeting be adjourned at 7:20 pm – carried.**