

Present

Josie Scott
Ian Bartlett
Ying Ji
Chris Couper
Shane Kramer
Karen DeLuca, Chief Librarian

Regrets

Mary Adeyanju
Elisabeth von Bloedau

1. The Chair called the meeting to order at 6:01 pm
2. Agenda – **Motion 2024-02-01 Moved by Shane Kramer, seconded by Ian Bartlett that the agenda be adopted as circulated** – carried.
3. No Conflicts of Interest declared
4. Minutes – **Motion 2024-02-02 Moved by Ying Ji, Seconded by Chris Couper to accept the Minutes of the January Meeting as circulated** – carried.
5. Librarian’s Report
 - 5.1. Restoration update – Flooring is being installed; carpet and then the marmoleum. Cleaning will follow and the plan is to be able to open to the public by mid-March. Contingencies are underway to ensure March Break Programs can be fully functional in the main hall. It will likely mean bringing inventory into the lower level on a temporary basis and dismantling the book sale. Modular office furniture for the lower level workroom is being ordered via Buske’s Office Equipment, Pembroke. Other items are on order from various suppliers. Trustee Couper will inquire re: insurance and deductible.
 - 5.2. Financial –As per the Town’s budget deliberations in early February, the Town will be sending a letter to the Township asking for a grant increase. The Town has agreed to the additional cost of the programming position on a trial basis. The shortfall from the fee increases will not be covered by an increased Arnprior municipal grant. The Scharf Family Charitable Trust has committed another substantial donation to support an additional summer student providing administrative support. This will bring the Scharf Reserve to \$92K of which \$30K can be expended on the outdoor programming space (shade sale, youth garden project etc.) as per the memorandum of understanding
The CEO will close out the 2023 fiscal year within a few weeks and prepare financial documents for auditors by the end of March or early April.
As per a board request, the CEO has reached out to other libraries and accounting firms. The vast majority of libraries pay in the \$2000 - \$2500 range for audit services when included in the municipality’s annual fee. Libraries securing a contract with an outside firm pay an average of \$5000 - \$6500 for their annual audit. In some cases there is an additional fee to consolidate the statements with the municipality.
 - 5.3. Administration
 - 5.3.1. Library Conference – The CEO and Youth Services Librarian attended a variety of pertinent sessions and workshops at the recent Ontario Library Association conference. Top of mind were the sessions on Community Fridge and Food Pantry Projects including successes, pitfalls and issues. The CEO will create guidelines and policy based on best practice and input from the Longer Table to start the project small and build on successes. The launch will be on hold until the lower level has been fully restored.

5.3.2. The session on Strategic Planning was very informative and the CEO will reach out to the OLS consulting team for next steps. The Questionnaire from the previous strategic planning process will be updated and circulated for the next Board Meeting.

5.4 Programming –

March Break activities are scheduled and registration is opening shortly for the week of events. The Chess Club will be opening registration for their May tournament which will run Friday May 3 through Sunday May 5. There will be no charge for the meeting space as per board discussion in 2023. The Chess Club continues weekly meetups in the Scharf Hall. Planning is continuing for a variety of special adult programs, particularly in light of the possible hire in the spring. These events include author visits, concerts, launch of language conversation groups and more.

5.5 Circulation – Statistics were reviewed with increases in patron counts and circulation numbers.

Motion 2024-02-03 – Moved by Shane Kramer and seconded by Chris Couper that the Librarian’s report be accepted – carried.

6. New Business – Trustee Couper inquired about possibility of sourcing a grant to install an EV Charging station in the space currently occupied by the Reading Garden. Cost of the station is estimated at \$20,000. It was noted the parking lot is Town property.

Strategic Planning – an open house could be scheduled for the spring, perhaps coinciding with the official naming of the Scharf Hall. Timeline would be contingent on support from Ontario Library Service consultants.

7. Date of next meeting: March 20, 2024.

8. Adjournment – **Motion 2023-02-04 Moved by Ian Bartlett, seconded by Shane Kramer that the meeting be adjourned at 7:19 pm – carried.**