

Present	Maureen Sly Havey Megan Postin Joan Cardiff Elizabeth Stewart Neil Salminen Bill Skinner Karen DeLuca, Chief Librarian	Regrets	Lynn Grinstead
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1. Chair Maureen Sly Havey called the meeting to order at 6:00 pm
2. Agenda - **Motion 2017-50 Moved by Joan Cardiff, seconded by Elizabeth Stewart that the Agenda be approved circulated** - carried
3. No declarations of conflict of interest
4. Minutes
Motion 2017-51 Moved by Megan Postin, seconded by Joan Cardiff that the minutes of the Regular Meeting of November 15th, 2017 be approved as circulated – carried.
5. **Business arising from the minutes**
 - 5.1. Lease Agreement – The edited draft has not yet been received by the Town. As per advice from Trustee Grinstead, the chair will request to appear on the Corporate Services agenda through its chair, Councillor Stack; Trustee Skinner has agreed to discuss the Board’s lease concerns with Councillor Lynch in early 2018.
 - 5.2. Development Charges Update – The CEO met with the Town of Arnprior’s treasurer to review the status of the monies collected on behalf of the library. At year end, there is \$103K for library materials; \$82K for building. The DC bylaw is currently under review. The revised bylaw will include shelving under the building DC – however only the differential between mobile and stationary shelving would be covered by DC.
Discussion on the formulation of a plan for use of the DC designated to the building improvements. There are a number of options which have been discussed in recent years. A Renovation Committee consisting of Trustees Postin, Skinner and Cardiff will begin working on a plan in April 2018.
 - 5.3 The CEO and chair presented the 2018 budget to the Town of Arnprior (presentation attached). The 2017 Annual Report with highlights about McNab/Braeside was presented to M/B Township Council with the CEO, Chair, Trustee Stewart and Youth Services Librarian Carolyn Swayze in attendance. Both presentations were well received.
6. **Librarian’s Report**
 - 6.1. Financial Update – The monthly update was reviewed. It was noted that the McNab/Braeside grant has been received (December 1st, and therefore not reflected in the November statements. Adult programming is expected to exceed \$25K by year end with expenditures anticipated at \$15K. The proceeds will be one of the YE adjustments. The status of the various reserves was reviewed. ScotiaBank is to provide GIC interest rates for the \$32K investment due to mature on January 8th. The library is still waiting to receive its access code from Canada Revenue Agency in order to remit the HST.

- 6.2. Administration – The CEO and Youth Services librarians will be registering for the 2018 SuperConference. The CEO has been invited to convene two of the sessions. It was agreed to renew the library’s membership in the Federation of Public Libraries as well as the board’s membership with the Ontario Library Association. The CEO and Youth Services Librarian also have individual memberships with OLA. Rates and Fee structure will be reviewed in January.
 - 6.3. Programming – the NYE fundraising gala has been sold out for several weeks. Refunds were given to ticket holders who could not attend and those tickets have been resold to people who have been on the waiting list. Several tickets were simply given back as a donation and resold. The deadline to receive a refund was December 15th. The CEO will be purchasing gift certificates from local businesses as door prizes for the event. The Library has been visiting local retirement homes with Green Screen Programming. This has been very well received. The Art 101 course was very popular and will be repeated in early 2018. The December Newsletter was distributed.
 - 6.4. Statistics were reviewed
 - 6.5. Correspondence – several thank you cards were received; a copy of the Ontario Association of Residents’ Councils province wide fall newsletter featured a center spread on the library’s green screen initiative with The Grove.
7. **Strategic Plan Progress** – Community partnerships are continuing to flourish. The CEO was interviewed on Valley Heritage Radio about the Music of Your Life Project on Valley Heritage Radio; The Opportunity Shop continues its fall fundraising at the library.
 8. **Board members’ advocacy activities:** Trustee Joan Cardiff has finalized the timing of the Scharf Family Trust donation to children’s programs; outreach to MB Council.
 9. **No other Business**
 10. **Date of Next Meeting:** January 17, 2018
 11. **Adjournment - Motion 2017-52 Moved by Joan Cardiff, seconded by Neil Salminen that the regular meeting of December 20, 2017 be adjourned at 6:48 pm – carried.**