

**Present**       Maureen Sly Havey  
                  Joan Cardiff  
                  Bill Skinner  
                  Lynn Grinstead  
                  Karen DeLuca, Chief Librarian

1. Chair Maureen Sly Havey called the meeting to order at 6:00 pm
2. Agenda  
      **Motion 2017-08 Moved by Joan Cardiff, seconded by Lynn Grinstead that the Agenda be approved as circulated - carried**
3. No declarations of conflicts of interest
4. Minutes  
      **Motion 2017-09 Moved by Joan Cardiff, seconded by Lynn Grinstead that the minutes of the January 19th, 2016 Meeting be approved as circulated – carried.**
5. **Business arising from the Minutes**
  - 5.1. NYE Gala music – Lynn Grinstead will provide a list of possible bands to the Chief Librarian to source prior to the March Board meeting.
  - 5.2. Lease Agreement – Maureen Sly Havey was unable to connect with Brad Samuel of the Archives Board of Management for the Archives’ approach to the lease agreement. It was noted that the Town of Arnprior wants to move ahead on the agreements as an official paper trail for insurance purposes. The CEO will reach out to other members of the Archives Board of Management for more insight on their front.
6. **Librarian’s Report**
  - 6.1. Financial Update – The year-end report is delayed due to a software issue with Quicken. Some backup files were corrupted and some data had to be reentered including reconciliation and a re-issue of cheques. The system has now been restored and auditors are scheduled for mid-March. The year-end surplus is a result of fundraising and will be moved into a new Adult Programming reserve.
  - 6.2. Administration / Programming – The Librarian’s report, monthly newsletter and presentation to the OLA SuperConference were reviewed and accepted as circulated. THE CEO shared a conference idea to have patrons “borrow the Internet”. The CEO will explore options with Bell Canada and Rogers to provide patrons with portable WiFi.
  - 6.3. Statistics – The upward trend in library usage is continuing. Some of the increase in material circulation can be attributed to a new integrated e-resource. Novelist is now part of our Insignia Software Catalogue allowing patrons to access on line reviews, read-alikes and more. This feature has proven to be very well received with more than 60 sessions logged in January. Computer bookings and trainings are on the rise as is attendance at film screenings, invigilation services and Home Bound participation.
  - 6.4. No correspondence

7. **Strategic Plan Progress** - The Library is continuing its expansion of adult programming. In early March the library will host another (local) author visit. Mary Sharon Bailey has written a memoir focusing on her adoption and search for her birth family. Formerly from Arnprior and now living near Madoc, she will be providing a reading, talk and book signing on March 4<sup>th</sup> in the Café area. This event has been advertised through the local Family History Group and the Writers' Guild as well as the newspaper and the library newsletter.  
The Children's Department will partner with the Renfrew County Paramedic service to offer a Mini Medics program during March Break.
8. **Policy Review and Updates** - Operational policies will be reviewed by the Chief Librarian during the initial accreditation process; then brought to the board in major chunks for review and approval in the spring. It was decided that the Governance Policies will wait for the all new trustee appointments to be finalized .
9. **Board Members' advocacy activities** – In conversation with ADHS staff regarding a possible Archery Program at the High School, Bill Skinner promoted the community hours program through the Library.
10. No other business
11. Date of Next Meeting: March 15, 2017
12. Adjournment – **Moved by Bill Skinner, seconded by Lynn Grinstead that the regular meeting of February 15, 2017 be adjourned at 6:47 pm** – carried.