

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 5:56 pm
2. Agenda
Motion 2017-01 Moved by Joan Cardiff, seconded by Bill Skinner that the Agenda be approved as circulated - carried
3. No declarations of conflicts of interest
4. Minutes
 - 4.1. **Motion 2017-02** Moved by Bill Skinner, seconded by Joan Cardiff that the minutes of the December 16th, 2016 Special Meeting be approved as circulated – carried.
 - 4.2. **Motion 2017-03** Moved by Lynn Grinstead, seconded by the Joan Cardiff that the minutes of the December 16th, 2016 Regular Meeting be approved as circulated – carried.
5. Business arising from the Minutes
 - 5.1. Trustee Vacancies – Both the Town of Arnprior and McNab/Braeside Township have re-advertised the vacancies on the Board. The library will repost the advertisements as soon as they are put online. Additionally, the CEO will prepare information packages for anyone requesting more details about becoming a Board Member. The deadline for submissions to the Town of Arnprior is February 28th. There is no end date on the McNab/Braeside submission. It is hoped new trustees will be appointed by the March regular meeting.
 - 5.2. Lease Agreement – There has been no information forthcoming on the approach the Archives Board of Management will be taking regarding the lease agreement with the Town. The Chair will contact the Archives' Board and report back at the February meeting.
6. Librarian's Report
 - 6.1. Financial Update – the CEO has not yet closed the books on 2016. A review of the New Year's Eve Fundraising Gala was outlined. Net profit was approximately \$2400. General discussion on the success of the event and feedback from attendees. It is recommended the library host another NYE Gala to bookend the 150 celebrations – however in an effort to keep the event fresh the board will look for other live bands, a change in catering and décor. Lynn Grinstead to source options for new bands and bring information to the February meeting so a timely decision can be made.

Motion 2017-04 Moved by Bill Skinner, seconded by Lynn Grinstead that the library host a second New Year's Eve Fundraising Gala on December 31, 2017 provided a live band can be booked – carried.
 - 6.2. Budget – The Town of Arnprior budget deliberations are set for February 21st and 22nd – both meetings beginning at 5pm. It is hoped a new McNab/Braeside Trustee will be appointed prior to the spring review of the Service Contract.

- 6.3. Administration / Programming – The Librarian’s report, monthly newsletter and Bookends column was reviewed and accepted as circulated.
- 6.4. Year-end Statistics – circulation reached 130,951 in 2016. This included a 6% increase in circulation of books and a 54% increase in eResources. It should be noted that the tracking of eResources was more detailed in 2016 compared to previous years accounting for the spike. Most other markers also saw increases in activity. There was a significant decrease in acquisition of adult non-fiction titles, primarily due to development charges used in a major purchase for the collection in 2015.
- 6.5. Correspondence was reviewed including a letter from Federation of Ontario Public Libraries to join the organization for annual fee of \$100. CEO will follow-up.
7. Strategic Plan Progress - The plan was distributed and reviewed; new adult programs have already been introduced including the expansion of the Sunday Film Club. The library is now hosting Wednesday Matinees for new releases that have reserve lists. The Teen Library Group is meeting regularly and is planning another study session for this exam schedule. The TLG also assisted with some children’s programming during the holiday season.
8. Policy Review and Updates
 - 8.1. **Motion 2017-05 Moved by Joan Cardiff, seconded by Bill Skinner that the Investment Policy be approved as circulated** – carried.
 - 8.2. **Motion 2017-06 Moved by Lynn Grinstead, seconded by Joan Cardiff that the Board Meeting Policy be approved as circulated** – carried.
 - 8.3. As per budget consultations in 2015, the fee for invigilation services was reviewed for 2017. Following discussion on rates charged by other centres, it was determined that the fee would not change.
Motion 2017-07 Moved by Lynn Grinstead, seconded by Bill Skinner that the Invigilation Policy be approved as circulated – carried.
9. No report on Board members’ advocacy activities
10. No other business
11. Next meeting date: February 15, 2017
12. Adjournment - **Moved by Joan Cardiff, seconded by Lynn Grinstead that the regular meeting of January 18th, 2017 be adjourned at 6:37 pm** – carried.