

**Present** Maureen Sly Havey  
Bill Skinner  
Neil Salminen  
Megan Postin  
Joan Cardiff  
Elizabeth Stewart  
Lynn Grinstead  
Karen DeLuca, Chief Librarian

1. Chair Maureen Sly Havey called the meeting to order at 7:11 pm
2. Agenda - Request to add under Item 10 Other Business:
  - 2.1.1. Staff/Volunteer appreciation
  - 2.1.2. Appointment of Vice Chair

**Motion 2017-20 Moved by Joan Cardiff, seconded by Elizabeth Stewart that the Agenda be approved as amended - carried**
3. No declarations of conflict of interest
4. Minutes

**Motion 2017-21 Moved by Lynn Grinstead, seconded by Megan Postin that the minutes of the April 19, 2017 Meeting be approved as circulated – carried.**
5. **Business arising from the Minutes**
  - 5.1. NYE Catering contract – Two quotes were reviewed for the Gala’s catering; M3 Eatery and Lumbertown each proposed menus based on the rate of \$25 per person. Lumber Town will be asked to revise their proposed menu to include more vegetarian dishes and an elimination of options requiring plates and cutlery.

**Motion 2017-22 – moved by Lynn Grinstead, seconded by Neil Salminen that catering contract be awarded to Lumber Town.**
  - 5.2. Lease Agreement – A draft Memorandum of Understanding and legal comments on the draft lease were forwarded to the Town of Arnprior in early May. There has been no response to either document. The Chief Librarian will remind the Town Clerk the board will be taking a summer break.
  - 5.3. Shared User Agreement review: The joint meeting will be held June 14<sup>th</sup> at the Township offices. Documentation to follow. M/B Trustee Elizabeth Stewart, the chair and the chief librarian will attend on behalf of the library.
6. **Librarian’s Report**
  - 6.1. Financial Update –Monthly update was reviewed. The Chief Librarian will provide current rates at the June meeting for a decision regarding a GIC due to mature on June 22<sup>nd</sup>. The investment amount will be \$31,679.71.
  - 6.2. Administration
    - 6.2.1. **Accreditation** –In order to proceed with the peer review for a 2017 accreditation timeline, the library will have to register by the end of August. The Public Library Guidelines are

being used for the pre audit. All library policies and procedures will be updated and reformatted by September. As part of the audit, there will be a variety of training modules for all trustees.

Following discussion on the procedure, associated costs and timelines, it was determined that staff and the board will continue to follow the Guidelines, but that there is no tangible benefit to full accreditation at this time. The process can be reviewed at a later date.

**6.2.2. Training** – Library has sent a staff member to a one day Readers’ Advisory / Collection Development symposium in Toronto. The CEO will be attending a one day workshop in Ottawa. It is being hosted by the Canadian Mental Health Association and will provide training for dealing with the public within a library setting. Additionally, the CEO will attend the two day Library as Place Symposium in Barrie this July. Discussion about the importance in providing training opportunities to all staff. The education expenditure line will be reviewed for the 2018 Budget. In the meantime, the board agreed to exceed the budgeted \$900 amount and if required will use reserves to cover the additional expenditure.

**6.2.3. Programming** - The adult programming calendar includes an expanded Sunday Film Afternoon following the success of the Taste of India event in April. May’s Music in the Air afternoon will include the screening of two films, sample platters from M3 Eatery and a live music interlude provided by students of Main Street School of Music. Tickets are \$10 each. The Summer Calendar for children’s programming will be distributed next week. It was staff’s hope to offer an online registration platform through the website using a business Pay Pal account. It was determined that a softer launch would be better to assess any pitfalls. The library will roll out online registration in the fall.

**6.2.4. Statistics** – Monthly statistics were reviewed.

**6.2.5. Correspondence** – The Board has agreed to a request from Brain Injury Support Group to leave a petition at the library.

The board reviewed and denied a request from Main Street School of Music to advertise its business on the community bulletin board.

7. **Strategic Plan** – The CEO is continuing to expand partnerships by participating in the Co-Design Event for the Grove Redevelopment.

8. **Policy Review** - none scheduled at the regular meeting.

9. **Advocacy** – Bill Skinner will be drafting a letter regarding library support to the Cultural Policy Review.

**10. Other Business** –

**Staff / Volunteer Appreciation** – It was determined an event in early autumn would be hosted. **Vice Chair** - with the resignation of David Mitchell in late 2016, the position of vice Chair is currently vacant.

**Motion 2017-23 Moved by Lynn Grinstead, seconded by Joan Cardiff that Trustee Neil Salminen be appointed as Vice Chair of the Arnprior Public Library Board** – carried.

11. **Date of Next Meeting:** June 21, 2017

12. **Adjournment - Motion 2017-24 Moved by Joan Cardiff, seconded by Lynn Grinstead that the regular meeting of May 17, 2017 be adjourned at 7:52 pm – carried.**