

<b>Present</b>	Neil Salminen Joan Cardiff Bill Skinner Megan Postin Lynn Grinstead Jason Healey, McKillican & Associates Zach McIntyre, McKillican & Associates Karen DeLuca, Chief Librarian	<b>Regrets</b>	Maureen Sly Havey Elizabeth Stewart
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1. Vice Chair Neil Salminen called the meeting to order at 6:00 pm
2. Agenda - **Motion 2018-22 Moved by Joan Cardiff, seconded by Megan Postin that the Agenda be approved circulated** - carried
3. No declarations of conflict of interest
4. Minutes  
**Motion 2018-23 Moved by Joan Cardiff, seconded by Lynn Grinstead that the minutes of the Regular Meeting of April 18, 2018 be approved as circulated** – carried.

#### 5. **2017 Draft Financial Statements - Audit Presentation from McKillican & Associates**

Jason Healy presented the 2017 Draft Financial Statements noting

- a significant increase in cash flow, due primarily to adult programming
- post HST audit at the municipality, the library is now filing its own HST rebate and receivables have been established to reimburse the Town for HST filings in 2014-2016
- A new reserve has been established for Adult Programming

The Board noted a few corrections including the removal of Canada Savings Bonds reference (item (g) in the notes); and reserve descriptions, namely :

“Reserve for Future Development established to cover Board approved future strategic priorities”;

“Adult Programs Reserve was established to offer new and enhance existing adult programs from the income generated on adult programs”

The auditors will amend the statements for approval at the June 20<sup>th</sup> meeting.

#### 6. **Business arising from the minutes**

- 6.1. Ad Hoc Committee – The Renovation Committee did not meet prior to the board meeting to outline Terms of Reference and options for the board’s consideration. Members will be meeting shortly and will present a report at the June meeting.
- 6.2. Pay Equity update – Burkart & Associates has been contacted and the library has asked for advice, but no report has been created yet.

#### 7. **Librarian’s Report**

7.1. Financial Update –

**Motion 2018-24 Moved by Bill Skinner, seconded by Joan Cardiff that the email consensus to amend Motion 2018-18 to include the \$3000 Scotiabank donation in October 2017 in the allocation to Adult programming reserve (\$9556.00) and Reserve for Future Development adjusted from \$10,083.52 to \$7083.52 accordingly be ratified.** – carried.

**Motion 2018-25 Moved by Megan Postin, seconded by Lynn Grinstead that \$772.59 of the 2017 Year End financials be moved to the Reserve for Future Development to zero the bottom line.** – carried.

## 7.2. Administration

7.2.1. Election Policy – As per Bill 181, the Library Board must review its election policy. On the advice of SOLS, the updated policy allows for a designated space for candidates to make available up to 25 copies of their campaign brochure. The CEO would be responsible for assigning a location for the display.

**Motion 2018-26 Moved by Joan Cardiff, seconded by Megan Postin that the updated Elections Policy be approved as presented** – carried.

7.2.2. McNab/ Braeside contract review. No date has been set for this annual review of the service contract which is typically set by the mayors of both municipalities after a review of the population updates from the Town of Arnprior.

## 7.3. Programming – The May Newsletter was distributed.

The launch of the Current Affairs Discussion group was met with much enthusiasm and discussion resulted in a new interest to start an Environmental Strategy community group to meet at the library.

Film Club will be taking a summer break with the last film of the spring season being shown on National Aboriginal Day as a matinee.

Adult outreach has included several visits to local seniors.

Planning is well underway for a full lineup of fall programming including a return of Sean McCann (who reached out to the library for an encore presentation) and a full schedule of programming for Ontario Public Library Week in October.

Details for the 2018 edition of the Black and White New Year's Eve Fundraising Gala will be finalized for the June meeting.

The Monthly Newsletter distribution list has topped 700 subscribers.

The Summer Programming Calendar for children will be released shortly. Staff is very excited about offering free programming. A Bookends column has been submitted to the Chronicle Guide outlining this year's changes to the registration process as well as acknowledging our generous donors.

7.4. Statistics were reviewed – the spike in Juvenile Program attendance is due to increased class visits and special spring visits from area schools. The Forest of Reading author visit attracted a large number of students. The library supplied reading copies for the participating classes.

7.5. No Correspondence

8. **Strategic Plan Progress** The upcoming report of the Adhoc Renovation Committee follows the Strategic Plan Direction for increased public space; The intergenerational Royal Wedding Tea program reflects new innovative programming.

9. **Board members' advocacy activities:** Trustee Bill Skinner distributed notes from the April 18<sup>th</sup> SOLS Trustee Council Meeting held in Eganville.

10. **Other Business** – Annual Staff and Volunteer appreciation event to be held in October 2018. Planning details will be deferred to the June meeting.
11. **Date of Next Meeting: June 20, 2018 at 6:00 pm**
12. **Adjournment - Motion 2018-27 Moved by Lynn Grinstead, seconded by Bill Skinner that the regular meeting of May 16<sup>th</sup>, 2018 be adjourned at 7:41 pm – carried.**