

**Present**

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

**No Regrets**

1. Chair Maureen Sly Havey called the meeting to order at 6:00 pm
2. Agenda - **Motion 2017-46 Moved by Joan Cardiff, seconded by Lynn Grinstead that the Agenda be approved circulated** - carried
3. No declarations of conflict of interest
4. Minutes  
**Motion 2017-47 Moved by Neil Salminen, seconded by Megan Postin that the minutes of the Regular Meeting of October 18<sup>th</sup>, 2017 be approved as circulated** – carried.
5. **Business arising from the minutes**
  - 5.1. Lease Agreement – Joan Cardiff outlined the points discussed with administration at the Town of Arnprior re: lease with the library board. There is a philosophical difference in approach as the Library Board would still like to see a Memorandum of Understanding; The Town is looking for a standard lease across all municipal sectors (Canteen and skate sharpening at the Nick Smith Centre; Concession at Robert Simpson Park etc.) The Town suggested the Library Board seek legal opinion on the lease; The Town also agreed to some minor edits. The edited version has not been received by the CEO.
  - 5.2. Development Charges Update – The Board has requested a memorandum on the definition of expenditures and a clear outline of the process to receive the monies. The CEO will ask the treasurer to prepare such a document for the December meeting.
6. **Librarian's Report**
  - 6.1. Financial Update
    - 6.1.1. The 2017 Forecast was reviewed. Adult programming is expected to top \$25K by year's end. Proceeds from this budget line will be moved to the Adult Programming Reserve as a year-end adjustment. The Board has two GICs maturing in 2018: \$32K maturing January 8, 2018 and \$22K maturing March 29, 2018
    - 6.1.2. Budget – The 2017 budget was drafted following a meeting of the Finance Committee. Highlights include:
      - Loss of \$3500 in children's programming revenue;
      - \$2K decrease in fine revenues with the introduction of "coming due notifications"On the expense side:
      - Increase of \$3K for eResources due to a reconfiguration of population counts
      - \$2K increase in education
      - \$700 in communications costs (namely Internet connectivity)
      - \$500 increase in automation to reflect trends

To help with the shortfall due to a loss in children's programming revenue and increased cost in program delivery, Joan Cardiff announced monies would be coming in the form of a large donation in early 2018. Details to follow.

**Motion 2017-48 Moved by Lynn Grinstead, seconded by Elizabeth Stewart that the draft 2017 Budget be approved for presentation to Arnprior Town Council on December 4<sup>th</sup>.**

6.2. Administration – There is interest for further staff training through the SOLS Excel program – the first course will be offered free of charge in the new year. Full time staff will register for the OLA Superconference in January. The adult non-fiction collection has now been fully weeded and gaps in resources will be filled in using some of the Development Charges for materials. The Adult Graphic Novel collection is starting to arrive and will be ready for circulation by late December.

The CEO will be presenting an update of library activities to McNab/Braeside Township Council on December 5<sup>th</sup> at 6pm.

6.3. Programming - A copy of the November Newsletter was reviewed. NYE tickets have been sold out and a waiting list is being created for any returned tickets. Refunds will only be given until December 15<sup>th</sup>. The liquor licence will be transferred from the Nick Smith Centre. Volunteers are scheduled to help with setup.

Staff is currently working on 2018 adult programming including:

- Conversational French Club
- Art 101
- Current Affairs Club
- Adult Learning: including partnership with the Greater Arnprior Seniors Council to introduce a writing club.

6.4. Statistics –October statistics were reviewed.

6.5. Correspondence was reviewed, including an update from the Federation of Ontario Public Libraries, Thank you cards re: Mary Walsh author visit; invitation to the grand re-opening of the Pakenham Branch of the Mississippi Mills Public Library on November 25<sup>th</sup>.

7. **Strategic Plan Progress** – Community partnerships are continuing to flourish. The Library has been asked to speak about the Music of Your Life Project on Valley Heritage Radio in early December.

8. **Board members' advocacy activities:** Trustee Joan Cardiff reported on the upcoming donation for children's programming.

9. **No other Business**

10. **Date of Next Meeting:** December 20, 2017

11. **Adjournment - Motion 2017-49 Moved by Lynn Grinstead, seconded by Neil Salminen that the regular meeting of November 15, 2017 be adjourned at 7:08pm – carried.**

