

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

1. Chair Maureen Sly Havey called the meeting to order at 6:00 pm
2. Agenda - **Motion 2017-43 Moved by Joan Cardiff, seconded by Lynn Grinstead that the Agenda be approved circulated** - carried
3. No declarations of conflict of interest
4. Minutes
Trustee Elizabeth Stewart requested clarification regarding the amendment to Motion 2017-41. It was agreed the policy will be revisited in one year and the CEO was requested to track reaction and trends as per the revised policy.
Motion 2017-44 Moved by Lynn Grinstead, seconded by Joan Cardiff that the minutes of the Regular Meeting of September 20th be approved as circulated – carried.
5. **Business arising from the minutes**
 - 5.1. Debit machine – Auditors have provided the go-ahead to introduce a debit machine at the circulation desk. The CEO will follow up with Chase Payment to determine next steps.
 - 5.2. Development Charges Update – The updated draft financial statements include the requested reserve definitions and an update on the Development Charges available to the library at year end 2016 in the amount of \$103,849.
In an effort to gain better understanding on the collection and distribution of DC monies to the library, the CEO will contact the Town and possibly Watson and Associates for further clarification and explanation.
6. **Librarian's Report**
 - 6.1. Financial Update
 - 6.1.1. The monthly update for September was reviewed. A forecast will be prepared for the October meeting. The Finance Committee consisting of Treasurer Joan Cardiff, Vice Chair Neil Salminen and the CEO will meet November 8th to set guidelines for the 2018 budget.
 - 6.1.2. Fundraising Initiatives – the fundraising fashion show raised \$6,382 with the support of ScotiaBank Arnprior. The library will submit a press release when the final photo op is completed. Mary Walsh tickets are available through a waiting list only; The Arrogant Worms Concert is sold out and only a handful of tickets for New Year's Eve remain. It is recommended fundraising proceeds be transferred to the Adult Programming reserve prior to year end.
 - 6.2. Administration – The 2018 eResource packages are being ordered. Arnprior's population-served formula is being altered and our eResources will likely cost up to 50% more. Final costing will be available in December.

- 6.3. Programming - A copy of the October Newsletter and Ontario Public Library Week activities were reviewed.
- 6.4. Statistics –September statistics were reviewed.
- 6.5. Correspondence was reviewed, including information about the Seniors Community Grant program 2017-19. The deadline for submission is November 30.
7. **Strategic Plan Progress** – Community partnerships are continuing to flourish. The Opportunity Shop is promoting its 2nd annual Coat Café for early November and a Christmas Sale at the end of November. Both events are being held at the library.
8. **No Board members' advocacy activities reported.**
9. **No other Business**
10. **Date of Next Meeting:** November 15, 2017
11. **Adjournment - Motion 2017-45 Moved by Joan Cardiff, seconded by Megan Postin that the regular meeting of October 18, 2017 be adjourned at 6:56pm – carried.**