

<b>Present</b>	Maureen Sly Havey Joan Cardiff Bill Skinner Lynn Grinstead Karen DeLuca, Chief Librarian	<b>Regrets</b>	David Mitchell Fran Pauze Joanne Logan
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1. Chair Maureen Sly Havey called the meeting to order at 6:00 pm
2. Agenda
  - Motion 2016-30 Moved by Joan Cardiff, seconded by Bill Skinner that Policy Review be added to the agenda under new Business – carried**
3. Minutes
  - Motion 2016-31 Moved by Bill Skinner, seconded by Joan Cardiff that the minutes of June 15, 2016 meeting be approved as circulated. – carried**
4. Executive Committee Decision
  - Motion 2016-32 Moved by Bill Skinner, seconded by Lynn Grinstead that the Executive Committee decision to reinvest the GICs that matured in July 2016 be reinvested for a 3 month non-redeemable GIC at 0.84% be ratified.**
5. Librarian's Reports
  1. Financial Report
    - Monthly Update – no questions
    - Investments – Banker will attend the next full board meeting to review investment options
    - 2017 Budget / Forecast – the CEO will meet with the Finance Committee to review options for the 2017 budget in advance of the next meeting. The Board will be asked to present the budget in December. A 1% increase has been factored into the terms of the agreement with McNab/Braeside. This becomes an issue if COLA for payroll line comes in higher than 1% as was the case in 2016. Options to recover the shortfall include a reduction in administration / purchasing lines; cut in services; reserves to cover operating shortfall.
  2. Administration / Programming / Outreach
    - Lease Agreement – The Board reviewed the draft lease agreement as presented by the Town of Arnprior. The CEO was asked to consult with neighbouring libraries to determine best practice. Discussion noted several areas of concern including operations (programming responsibilities), usage of space and insurance requirements. Board would like to see accurate drawings and a non-commercial lease. The CEO will review the draft agreement with Trustee Joan Cardiff and consult with the Town for a rewrite. Discussion also included option to have legal review of the document prior to Board authorization.

- CEO will contact Township of McNab/Braeside for presentation dates
  - iPod Project – Community has been generous with their support of the endeavour and Phase 1 of the project has neared completion. To date nearly half of the residents at the Grove Nursing Home have their individual playlists. The \$4100 fundraising goal will allow the library to circulate a device to each of the residents and all of the participants of the Adult Day Program. This would complete phase 1 and 2. The final stage would see additional devices available for circulation to the general public as an extension of our accessible and Homebound Delivery services. CBC has expressed an interested in covering the story.
3. Statistics were reviewed. Although foot traffic was down from previous years, circulation continues to rise. Construction restricted access to the library for most of the summer.
  6. Old Business – New Year’s Eve Gala: Music, catering and décor has been secured. Library staff will work on set-up (tables, chairs and centerpieces). Additional tables will be accessed from the Nick Smith Centre. The library will be closed during the day December 31<sup>st</sup> to allow time for set up. Karen to source special permit and hire smart serve staff for the evening. Lynn will source support for the fireworks.
  7. New Business – Policy review: The Internet Usage Policy has been revised to include a maximum of two one hour time blocks with at least 30 minutes’ break.  
**Motion 2016-33 Moved by Bill Skinner, seconded by Joan Cardiff that the Internet Usage Policy be updated as drafted – carried.**
  8. Correspondence – Thank you cards from:
    1. ARH CEO re: iPod Project
    2. Patrons for service during the summer
  9. **Motion 2016-34 Moved by Joan Cardiff, seconded by Bill Skinner that the meeting be adjourned at 6:55 pm - carried**

**Next Meeting November 16, 2016**  
(no quorum expected for October)