

**Arnprior Public Library Board Meeting**  
**June 24, 2009**

**Present:** Neil Salminen- Chair, Susan Kirk, Nancy Black, Roseanne McNeil, Jodi Cotnam, Karen DeLuca-A/Chief Librarian

**Regrets:** Joanne Kidd, Nancy Burrows, Daniel Smith

**Also Present:** Larry Donaldson, CAO, and Judith Hughes from Friends of the Library

6:02 Meeting Called to Order

**1. Agenda**

**Motion # 2009-024**

Moved by Nancy Black and seconded by Roseanne McNeil that **the agenda be approved. Carried**

**2. Minutes**

**Motion #2009-025**

Moved by Jodi Cotnam and seconded by Susan Kirk **that the minutes from the May 27, 2009 Arnprior Public Board Meeting be approved. Carried**

**3. Welcome new McNab/Braeside Trustee, Daniel Q. Smith**

Unable to attend this evening.

**4. Presentation by Larry Donaldson re: Library Expansion**

Funding has been approved by all levels of government; the province, the federal government and the municipal government each contributing a third. The contributions are \$250,000 each for a total budget of \$750,000. Larry is requesting Board input on the expansion plan. There are architect drawings made in 2006 based on a previous expansion committee recommendation. Larry will have a full copy of the drawings sent to the Library for the Board to review. Minor revisions will be permitted and are to be red-lined on the copy of the architect drawings and passed back to the building inspector so that the building inspector can say whether the changes requested will require that the architecture drawing be formally revised. Not only should the general lay out of the expansion be considered but specifics such as flooring, furniture etc. There are recommendations regarding flooring, and furniture already included in the architectural drawing. If the drawings need to be revised this will be funded through Development Fund. The board will need to complete the recommendations change by the beginning of

August as the tender will need to be completed by mid-August and will be posted by the end of August. The project is expected to take four months to complete once construction has started. The timing of the elevator installation will likely be key in the overall construction plan. There may be extra funding available as the accessibility fund hasn't yet responded to the application for the elevator. If so there is a possibility of adding extra features to the expansion project such as a terrace. Board can make a "wish-list" of extras which will be priced out separately from the overall tender and can be looked at if there is funding available. If the tenders are out of the price range of the available funding the options are to go back to the funding source and request more funding. The estimated cost in 2006 was 620,000. It is hoped that the present level of funding will cover the increase in prices that will have naturally occurred due to inflation over the past three years.

In addition the Council recognizes that there will be additional operating costs incurred with expanding the Library and request that the board provide an estimate for the 2010 budget (and ongoing budgets) and the numbers be submitted by November of 2009. Costs to consider are capital costs and increased staffing costs.

There was a brief discussion regarding the shelving units and that these shelves are going to need a chance to "off-gas" before they are installed in the Library. No resolution to this issue as of yet. There will be a meeting of the Expansion Committee in mid July to discuss the plans with an invitation to the rest of the board to attend if they wish although it is not a formal board meeting. John Steckly is the point person for the tendering process.

Board informed Larry that an AdHoc committee has been struck regarding the upcoming negotiations with McNab/Braeside. Larry asked that the committee provide numbers regarding costs and memberships.

## **5. Business arising from minutes**

There has been no more information regarding the doors entering into the library and whether or not they are fire doors. No new information regarding the Emergency Plan. Will look at the issues again once expansion is completed.

## **6. Staff Reports**

Librarian's report and Circulation statistics provided in Board package. Karen reported that the air conditioning was off due to roof construction from June 5-22. It was only supposed to be off for 3 to 4 days. The most concern was regarding the computers overheating and the temperature being too warm for the documents in the archives. Karen is requesting that when the expansion occurs that room be made for the servers downstairs where it will be cooler plus this will decrease the noise in the office space upstairs.

## **7. Financial Report**

*Monthly Report*

Operating supplies appeared to have doubled in the Month of May 09. Karen explained that the book covering system was included in this budget line and that the grant application to cover the cost hasn't been responded to at this point. Automation had shown a large increase as well. Karen explained that the costs from the Insignia software were included in that line and the money hasn't yet been taken from reserves to cover the cost.

#### *2008 Audit*

The Auditor's report from KPMG was good. It stated that "in our opinion, these consolidated financial statements present fairly, in all material respects, the financial position of the Board as at December 31, 2008 and the results of its operations and changes in its financial position for the year then ended in accordance with Canadian generally accepted accounting principles".

#### **Motion #2009-026**

Moved by Roseanne McNeil and seconded by Jodi Cotnam that **the audited financial statements be accepted and that they be authorized by the Chair and the Secretary of the Board.** **Carried**

### **8. Committee Reports**

#### *Friends of the Library*

Judith reported that the group has joined the Canadian umbrella and Ontario umbrella of the Friends of the Library. The Merchant value card initiative commenced June 1, 2009 and is set to run until June 1, 2010. The Earth Day book sale generated approximately \$400 dollars and this was in turn donated to the Library. The group decided against having a book sale on Canada Day as the Library will be closed that day. May look at combining a book sale with a "grand opening" day when the expansion is complete. The Adult reading on June 5, 2009 was quite successful. Sold 35 tickets and the feedback was positive. Are going to look at doing again and possibly having Hallie Cotnam from CBC radio come and do a reading.

#### *Contract Negotiations AdHoc Committee*

The committee has met two times. They feel that the issue is fairness to Arnprior taxpayers. Included in the board package was a breakdown in numbers in several different ways with the respective amount that McNab/Braeside would need to contribute to balance the tax load between Arnprior and McNab/Breaside residents. These numbers included only household tax numbers and did not include business taxes. Neil will revise to show the business taxes as well. In addition it was recommended by the committee that what is charged for non-residence fees be reviewed. Presently we are charging 47.00 per year per household. It was noted that presently Arnprior tax payers are paying 68.37 per household to support the Library. Karen believed that other Libraries in the area charge 40-50 dollars for non-residents. The Board is to consider this issue over the summer and be ready to discuss and set the fee in September. In addition the committee recommends that in the fall patrons of the Library as well as residents in general of Arnprior and McNab/Braeside be made aware through an information campaign of the

costs of running the Library and the contributions through taxes that both Arnprior and McNab/Braeside residents make yearly to the Library.

### 9. New Business

#### *AED for the Library*

An AED is a defibrillator. In 2007 a request was made to the County for a defibrillator for the Library but the County gave one to Town Hall rather than the Library. This issue was raised a recent Health and Safety Committee meeting. Cost of an AED will be approximately \$3000. Karen will check to see if there are any grants available to cover this cost. If not FOL may be able to look at fundraising to cover the cost for one for the Library. The Board agreed that an AED for the Library is appropriate.

#### *Executive Committee-authority for summer months*

##### **Motion #2009-027**

Moved by Nancy Black and seconded by Jodi Cotnam **that the Chair, Vice Chair and Treasurer of the Arnprior Library Board will form an executive committee to be giving the authority during the summer months of 2009 to act on the Boards behalf and will report back to the Board in September any decisions that were made. Carried**

#### *Federation Membership*

Deferred to next meeting due to time.

### 10. Old Business

Deferred to next meeting due to time.

### 11. Personnel

Susan Robert, Chief Librarian will be returning to work on June 30, 2009. She will begin on a part time basis and will slowly increase up to her regular full time hours.

### 12. Correspondence

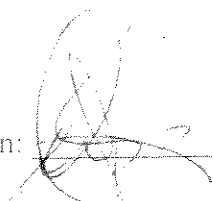
Deferred to next meeting due to time.

### 13. Adjournment

The meeting was adjourned at 8:10 by a motion by Susan Kirk and seconded by Roseanne McNeil.

Next meeting- September 16, 2009 at 6:15 pm

Chairperson: \_\_\_\_\_



Secretary: \_\_\_\_\_

