

**Arnprior Public Library Board Meeting
March 25, 2009**

Present: Neil Salminen- Chair, Joanne Kidd, Susan Kirk, , Nancy Burrows, Nancy Black, Debra McGregor, Jodi Cotnam (for part of the meeting), Karen DeLuca- A/Chief Librarian

Also Present: Judith Hughes (Friends of the Library)

Regrets: Roseanne McNeill

1. Agenda

Request to add new item between items #1 and #2. New item- Discuss Secretary and Treasurer Position on the Board.

Request to add 'Internet Waivers' to item #3.

Request to add 'Gardening Rota' to item #7.

Motion #2009-013

Moved by Debra McGregor and seconded by Susan Kirk **that the agenda with amendments be approved.** **Carried**

2. New Item: Treasurer and Secretary Positions

Nancy Burrows agreed to become treasurer for the board.
Susan Kirk agreed to become the secretary for the board.

3. Approval of Minutes

Motion #2009-014

Moved by Debra McGregor and seconded by Susan Kirk **that the minutes from the February 25, 2009 meeting be approved.** **Carried**

4. Business arising from the minutes

Proctoring

Neil Salminen did not participate in the discussion due to a possible conflict of interest. In general the board agreed that the board supports individuals furthering their education. Board Recommendation: No fee to be charged for proctoring but the Library will not be responsible for any expenses incurred (such as postage).

Chronic Fine Issues

Karen is developing a more strongly worded letter to send out to encourage people to return books within 30 days. Pembroke library has engaged a collection agency to retrieve books and fines at a flat rate of \$600 for their Library. At this point in time the direction given was for Karen to go ahead and use the new strongly worded letter and the board will revisit the issue in six months time.

Internet Waivers

Karen to have individuals who wish to use the internet to sign the old waiver until the board can develop a new policy regarding internet use. Board going to use a policy rather than implement filtering. Joanne brought the Ottawa Board policy regarding internet use. The Board to look at the old waiver form and the Ottawa Board policy and is to bring back ideas for our policy at the next meeting. Joanne will do a draft policy based on the one from Ottawa and it will be circulated with the May board package.

5. Staff Reports

Circulation Statistics

Provided in board package

Librarians Report

April 7/09 Board to present to McNab/Braeside Township Council.

6. Financial Report

Insignia may not be covered by the new provincial money as the monies for technology are being targeted at the development of gaming. New collections will be covered and staff is looking at the French collection and possibly some Graphic Novels. Karen attending a SOLS meeting next week and will have more information after that meeting whether or not Insignia will be covered. Staff will develop a new wish list for the monies once there is clarification.

The February month end statement was received for information.

7. Committee Reports

Friends of the Library (FOL)

- Judith reported that they have some space now in the basement that Karen found for them and that they will store materials there and hold future meetings.
- The web-link for the Friends is now in place with the Library page.
- Continuing to gather merchant support for the discounts if you are a Library member. The discount program will run from June 1st 2009 until May 31st 2010. There are approximately 20 merchants signed up at this point. FOL will review the program to see if they will run it a second year.
- Looking at doing a Book Crossing. Similar idea to geo-caching where there is a traveling book that has history or a story that people can blog/comment on/ add to the story.
- Book Sale is on for April 25th and will be promoted with the theme "re-use, re-cycle, re-read" along with Earth Day. High school students are sorting the books and there may be more than one location.

- June 5/09 going to have an Adult book reading of short stories. Time to be announced. Karen has volunteered to be the reader. Will have coffee/tea etc. Hallie Cotnam from CBC may be a future reader.

Policy Committee

Board will discuss the Internet Policy next meeting.

8. New Business

Agenda for April 22/09 meeting

The Town Council has been invited and will be joining our Board meeting that evening. It will be regular Library Board Meeting. Board discussed items that we may want to include in the agenda. Possible items included expansion, McNabb/Breaside agreement, new budgeting format, Board's vision, serving tweens with the recreation department. April 1st the expansion committee is meeting and the how the new accessibility grant could apply may be discussed at the next meeting.

Change Table in Public Washroom

There will be a change table placed in the Ladies washroom and the cost will be paid for the building maintenance fund.

Garden Rota

Joanne will be attending the Garden Club meeting on April 4th and will see if they are willing to tend to the Library Garden. Judith offered the FOL assistance as well.

9. Old Business

Board Recruitment

Joanne will follow up with the town regarding the role of the town and the role of the Board regarding recruitment for the Board. Until there is clarification will proceed with present way of recruiting. Joanne will contact the Town Clerk to ask that they place an ad and add a phrase along the lines of "contacts the Library for more information" to the advertisement. An information package will be available for anyone who expresses interest with contact numbers for Neil and Joanne.

10. Personnel

Susan Roberts, Chief Librarian will see her doctor again April 2 and will let us know if he agrees to her returning to work early April 2009. There is a plan in place for her smooth transition back to work when that occurs.

11. Correspondence

Karen passed on a request from the town for the number of volunteer hours the board members put in for the year 2008. Please e-mail Karen your approximate number of hours.

12. Adjournment

Motion #2009-015

Moved by Nancy Black and seconded by Nancy Burrows **that the Executive Committed be authorized to act on behalf of the Board in an emergency or time sensitive matters and to report the actions taken at the next scheduled board meeting.** **Carried**

The meeting was adjourned by a motion by Nancy Black and seconded by Debra McGregor.

Next meeting- April 22, 2009

Chairperson: _____

Secretary: _____

