

**Arnprior Public Library Board Meeting  
May 27, 2009**

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

6:02 pm Meeting Called to Order

**1. Agenda**

Note: Item #3 Health & Safety the presenter is not in attendance.  
Add "SOLS Letter" Item # 4 Business Arising form the Minutes.  
Add "Committees" to item #8 New Business  
Add "Board Recruitment" to item #9 Old Business

**Motion #2009-019**

Moved by Joanne Kidd and seconded by Roseanne McNeil that **the agenda with amendments be approved.** **Carried**

**2. Approval of Minutes**

**Motion #2009-020**

Moved by Nancy Burrows and seconded by Jodi Cotnam that **the minutes from the April 22, 2009 Arnprior Public Library Board Meeting be approved.** **Carried**

**3. Health & Safety**

*Presentation by Anita Brown- Library's H & S Representative*  
No presentation this evening.

*Board Policies re Fire Doors and Occupancy Loads*

Karen DeLuca reported that there was a concern regarding the occupancy load of the library was for only 50 persons but Karen checked with the town inspector and the occupancy limit for the library presently is for 300 persons. It was recommended that a smoke detector system be put in place. The cost is minimal and will likely be addressed when the expansion takes place. The other issue is that the doors between the main lobby and the library if they are fire doors are supposed to be closed. The doors are difficult for the public to open and close therefore remain open. Karen to check and see if they are actually fire doors. There are fire extinguishers available in the appropriate locations. In addition there is no formal emergency plan. The Board will look at making a draft of an emergency plan and will request that the Fire Chief review and comment.

#### **4. Business Arising from the Minutes**

##### *Grant Applications*

Applications for the expansion of the Library have been made. There is no word on the time line for notification of acceptance/rejection.

##### *SOLS Letter*

Letter was forwarded to CAO Larry Donaldson. No new information at this time.

#### **5. Staff Reports**

##### *Circulation Statistics*

It was noted that there was a decrease in circulation in April of 2009. Karen reported that in the past there were school groups that had come through from the High School but this did not occur this year. In addition the software was down for a short period of time regarding interlibrary loans.

##### *Librarian's Report*

Board had no questions. Karen commented that presently the on-line catalogue has pictures of the book covers as an additional part of the new software system. This costs \$600. As the new software does include cataloguing this should offset the cost. Patrons have commented that they like being able to see the cover art.

#### **6. Financial Report**

Included in Board Package and there were no questions.

Karen reported that there was a \$500 donation from the Rotary Club. Karen will do a presentation for the Rotary Club. In addition \$500 was donated by Arnprior Optimists. Both donations are for children's programs. The Board expressed it's appreciation for the generous contributions.

The auditors are in process if preparing the statements that are to be sent to the province. The Board will need for our next meeting so that we can review them so they can be submitted as soon as possible.

#### **7. Committee Reports**

##### *Friends of the Library*

No representative present but Judith asked Karen to pass along the committee news. The merchant cards will be ready by June first. Adult Story time is being held June 5 with Karen reading. Tickets are available at the desk in the Library. There is a book sale being planned for July 1/09. They may need some help manning the table. In other news

one of the lead members (Nancy) of FOL is leaving Arnprior. FOL is actively looking for new members.

## **8. New Business**

### *Committees*

Neil requested that two committees be formed; one an ad hoc Committee regarding the upcoming negotiations with McNab/Braeside and the other a Finance committee to work on the budget for the fall.

#### **Motion #2009-021**

Moved by Joanne Kidd and seconded by Jodi Cotnam **that Neil Salminen, Nancy Burrows, Nancy Black and Roseanne McNeil form an ad hoc Committee to prepare for negotiations with McNab/Braeside.**

**Carried**

During discussions regarding McNab/Braeside it was brought to the attention of the Board that there was a request made by McNab/Braeside Council to see the monthly Board meeting minutes. McNab/Braeside Council does receive an annual report and a Board representative and the Librarian presents the report in person as well. It was decided by the Board that all patrons should have easy access to the board minutes as they are a public document.

#### **Motion #2009-022**

Moved by Nancy Black and seconded by Joanne Kidd **that on a monthly basis the minutes will be placed on the library website for public access.**

**Carried**

#### **Motion #2009-023**

Moved by Joanne Kidd and seconded by Nancy Black **that Nancy Burrows will serve as Chair and Susan Kirk will serve as Vice-Chair forming a Finance Committee for the upcoming budget.**

**Carried**

Final note for new business is that Deborah McGregor has resigned from the Board.

## **#9 Old Business**

### *Internet Waivers*

Item moved to the September meeting as the Board is not prepared to discuss this issue at this point in time. Board gave general direction to A/Chief Librarian that anyone who is going to use the computer to sign the old waiver until a new one is devised in the fall.

*Board Recruitment*

There have been no applicants for the vacancy for the Arnprior seat. Board is requesting that another advertisement be placed in the paper early September. Joanne reports that there may be a previous candidate from McNab/Braeside that may be available to join the board in June. There was discussion around the length of term on the board. The term runs with the length of term of the Council. This means that the present term will end at the end of 2010.

**#10 Personnel**

Susan Roberts will be seeing her physician tomorrow and hopefully a time line can be set for her return to work.

The Board is very aware of the strain the Susan's absence has placed on the remaining staff members and wants the staff to know that the Board appreciates the hard work and flexibility that staff of the Library has shown. The Board will host a staff appreciation evening for staff and spouses if this is something that the staff would like. Karen to check and see if a dinner is something that would be welcomed by the staff.

**#11 Correspondence**

No new correspondence.

**#12 Adjournment**

The meeting was adjourned at 7:25 pm by a motion by Nancy Black and seconded by Jodi Cotnam.

Next meeting- June 24, 2009

A large, stylized handwritten signature in black ink, appearing to be a cursive name.

Susan Roberts