



Enhancing our community through Learning, Leisure and Literacy

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## Minutes of the Library Board Meeting

**Meeting Date:** February 9, 2016

**Presents:** Fran Wright (Chair), Daphne Thornhill (Treasurer), Margaret Buckler, Amy Mackie, Charles Onstein, Jack Tennant, Gary Thornhill, Adrian Wynands (Council rep)

**Regrets:** Jacquie Kelly (Vice-Chair)

**Staff:** Angela Knights (CEO)

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**1. Call to order**

The meeting was called to order by Chair at 7:00 pm.

**2. Approval of the agenda:**

The Non-Resident Membership Policy was added under Committee Reports: Policy & Planning: Moved (Jack/Margaret). Carried.

**3. Declaration of any conflict of interest:**

None

**4. Delegations:**

None.

**5. Minutes of the preceding meeting:**

Minutes of the December 15, 2015 meeting were approved as is. Moved (Gary/Daphne). Carried.

**6. Business arising from the minutes:**

- a) Lighting - The new LED bulbs for the school house and the hanging lights in the main library have been purchased and are the correct wattage. Gary offered to install bulbs in the schoolhouse. Angie has installed the ones in the library.
- b) Chair cleaning - Angie will rebook the appointment with Rotostatic.
- c) Old Mailbox. Installation of the trim on the Post Office Boxes is complete except for a new baseboard.
- d) The new Electronic Anti-Scale and Rust Water Treatment System on the water line in the electrical room and is functioning well. Staff and renters have commented on the improvement in the taste of coffee and tea.

**7. Correspondence:**

A Thank You letter, was received from Maynard School expressing appreciation for Angie's attendance at Kindergarten Registration on February 2<sup>nd</sup>.

**8. Chairperson's Report:**

Chair advised the Board of the resignation of Pauline Cyr and Huguette Messier from the Board for personal reasons. Chair welcomed new Board Members, Amy Mackie, Charles Onstein and Jack Tennant, and asked for nominations for Board Secretary. Amy Mackie was nominated by Margaret, seconded by Gary. Carried.

The Chair handed out copies of the Brochure "Understanding the Public Libraries Act" to all Board members, Angie will send a link to the full text of the Act to the Board. The Chair also provided all new members with an orientation package including copies of all Board By-laws and Policies, financial documents, and the Library Development Kit 2014.

Board Committees were discussed. Amy will join the Public Relations and Strategic Planning Committees. Charles will serve on the Building & Property and Policy and Planning Committees, Jack will serve on the Personnel and Technology Committees, and Adrian will join the Fundraising Committee. Fran will no longer serve on the Personnel Committee.

Fran asked for a show of hands of Board Members who require hard copies of Board Documents for the meetings. In future, minutes and other Board documents will be sent out as PDF files.

**9. Treasurer's Report:**

No report. Daphne explained that she and Fran have worked hard to balance the 2015 year end, and can now start doing entries for 2016. A report will be ready for the March Board meeting.

**10. Chief Executive Officer's Report:**

Angie presented the January Report.  
10 new members.

Angie noted that January Circulation was 2001.

The training on computers is going very well. Staff have received several comments on how much attendees are enjoying the classes.

**11. Committee Reports:**

**Building and Property:**

There was an incident on February 5<sup>th</sup> with the Falcon Alarm system. A patron opened the front door when the library was closed and set off the alarm. Gary Thornhill was contacted and reset the alarm.

**Finance:**

The Library budget was presented to council on February 2<sup>nd</sup> by Gary, Daphne and Angie. The presentation went well and we should hear by the end of this month if Council has approved the budget as presented.

**Fund Raising:**

New tables have been purchased for the School House using Auction funds as approved by the Board. The old tables have been donated to the Algonquin United church. Committee will review purchase of folding chairs and a storage cart and report to the Board.

**Policy & Planning:**

The Board discussed a policy regarding Non-Resident memberships especially as regards E-Books. Angie will contact other local libraries to ask about their policies.

Strategic Planning - Huguette reworked the plan presented by Peggy Malcolm and the Board discussed her report. The Board agreed to focus on Marketing, Interior Space and Staffing Review for this coming year.

**Personnel:**

Angie will report on the Assistant Librarian's Goals at the March Board meeting.

**Public Relations:**

Training – The computer classes have been going very well, participants find them useful and enjoyable, however, the classes on Overdrive & Facebook, and Email & Security have been postponed for lack of enrollment. These will be re-scheduled for later in the spring when many of our Senior patrons have returned from southern vacations.

Promotion – The Augusta/Prescott Business Fair will be held at the Environ Centre in Cardinal this year as the Prescott arena is being renovated and is unavailable. Due to the change in venue, the Board felt there would not be enough attendance by Augusta residents to justify renting a table. We will try to partner with Edwardsburgh or Prescott Library to distribute brochures and other materials promoting our library.

Augusta Council is holding a Small Business Fair at the MERC on April 14<sup>th</sup>. The Library will try to have a presence at this event.

Adrian will check with the North Augusta Community Association to find out where they purchased their programmable sign, and it's cost.

**Technology:**

Mandarin – The update to Mandarin M5 is awaiting more information from the supplier.

The technology committee will review usage to determine if the library still needs 7 public access computers as many patrons are now using our WIFI with their laptops.

**12. Other Business:**

Adrian informed the Board that the Township is studying the feasibility of renovating Ellis House and using it for secure storage. The Library may be able to use some of this space, Adrian will keep the Board informed.

**13. Date of the next meeting**

The date of the next meeting will be Tuesday, March 8th, 2016.

**14. Adjournment**

Moved (Gary/Adrian) that the meeting be adjourned at 8:45 pm. Carried.

**Chair:**

**Date:**

**Secretary:**

**Reports presented:**

CEO Report of January  
Strategic Planning document.

**Reports Tabled:**

Chief Librarian's End of Year Report 2015