



**AUGUSTA TOWNSHIP PUBLIC LIBRARY**  
Enhancing our Community through Learning, Leisure and Literacy

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**Minutes of Library Board Meeting: June 14, 2016**

**Present:** Fran Wright (Chair), Daphne Smith (Treasurer), Amy Mackie (Secretary), Adrian Wynands (Council Rep), Margaret Buckler, Jacquie Kelly, Jack Tennant, Gary Thornhill

**Regrets:** None

**Staff:** Angie Knights

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1. **Call to Order** at 7:00 pm
2. **Approval of Agenda** (Moved: Jack/Gary, CARRIED)
3. **Declaration of any conflict of interest:** None
4. **Delegations:** None
5. **Acceptance of Previous Minutes** (Moved: Jacquie/Margaret, CARRIED)
6. **Business arising from the minutes**
  - CARRYOVER ACTION: Gary re: Facebook administrator settings & additional training for staff
  - Adrien informed us that signage for the Township is going to be retendered (ACTION: Angie to tell Adrien the number and type of signs needed)
  - Jacquie has made contact with Maitland development and they are open to flyers and library representation on site (ACTION: Angie to print out flyers)
  - cleanliness of schoolhouse following rentals will be incorporated into new rental agreements (ACTION: Angie to report on this at September meeting)
7. **Correspondence:** Thank you note from Deborah Dunleavy for hosting the song writing workshops.
8. **Chairperson's Remarks:** We may be going into our summer break as a Board, but the fall has many activities planned and we will need to pitch in.
9. **Council Representative's Remarks:** Nothing to report

## 10. Treasurer's Report:

- Now at 45% of the fiscal year and we are in line with the budget.
- ACTION: Daphne to check on Program Revenue line, as it does not seem to be correct
- Report to be accepted as presented (Moved: Daphne/Jacquie, CARRIED)

## 11. CEO Report

- Noted that we had more participants at the song writing workshops than other libraries. This highlighted our success with advertising via Maynard Public School. Will try to have regular notices in their newsletter.
- Museum passes are very popular – especially the Aquatarium (it has a 20+ waitlist)
- New filing cabinet for office and new desk for Linda (see 'Building' for additional information) is on the way
- Defibrillator training will be offered shortly. Spaces offered to Board, Staff and Volunteers first before opening to others

## 12. Committee Reports

- Building**: Office improvements are ongoing with almost everything moved, painting to be done next. A newer ergonomic desk will be purchased for Linda to adhere to providing equipment that is better for staff wellness.
- Finance**: See Treasurer's Report
- Fundraising**: Silent Auction will run from October 24-November 5 (Set up on Friday October 21). Angie will print out letters of introduction which will then be distributed to businesses to solicit donations. Jacquie will assist with media coordination, Crafters Marketplace in the school house will be held on the final day of bidding. Linda will contact crafters again this year. Donations are not to be dropped off at the library until after September 1<sup>st</sup>.
  - ACTION: Everyone, send contact names/organizations to Daphne to avoid duplicates
- Personnel**: Discussions were held to update personnel by-laws to include our new clerk contract position. New staff member: Livy was introduced to the Board. Following, minor changes were made to the clerk's contract to reflect the changes in the by-laws) The below-listed changes were moved for approval by Jack/Jacquie, CARRIED
  - ACTION: Gary to make the following changes to existing by-laws:
    - 10.1: Probationary period to be 6 months
    - 10.4: Performance evaluations for new hires to be completed at 3 & 6 month
    - 12.3: Add Library Clerk Contracted Position, 8 hours/week as determined by the Board
    - 13.1: Add in Library Clerk Contracted Position
    - 18.2: eliminate entirely
    - 28: remove phrase "by law"
    - 29: approved as read. ACTION: Jacquie to send personnel files to Fran
    - 31: approved as read
- Policy & Planning**: No Report
- Public Relations**: October 25<sup>th</sup> will be the annual Volunteer Appreciation, Pillars of Strength and Dreamers & Doers recognition evening

- g. **Strategic Planning:** Draft Marketing Plan (Including Social Media Plan & Policy) was presented. Any additions, corrections & ideas to be forwarded to Amy.
  - ACTION: Angie to send Amy the library's Mission & Vision Statement(s)
- h. **Technology:** Gary showcased the work he's doing to make our website more user friendly for page administrators as well as patrons. Work will continue this summer and the page will hopefully go live in the fall. Any additions & ideas for the website should be directed to Gary.

13. **Other Business:**

Nothing to report (REMINDER: Angie to report on new Backpack program at September meeting)

14. **Next Meeting:** September 13, 2016 at 7:00 pm, in the schoolhouse

15. **Adjournment** (Moved: Daphne/Margaret) that the meeting be adjourned at 9:02 pm.  
CARRIED

Chair \_\_\_\_\_

Secretary \_\_\_\_\_