



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

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**Minutes of Library Board Meeting: September 13, 2016**

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

**Regrets:** Jacquie Kelly

**Staff:** Angie Knights

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1. **Call to Order** at 7:00 pm
2. **Approval of Agenda** addition to 12e – AODA standards(Moved: Margaret/Jack, CARRIED)
3. **Declaration of any conflict of interest:** None
4. **Delegations:** None
5. **Acceptance of Previous Minutes:** Correction of date for Volunteer Appreciation. ACTION: Angie to send Amy Greg's email address for distribution of previous minutes. (Moved: Daphne/Margaret, CARRIED)
6. **Business arising from the minutes**
  - Gary has updated Facebook admin settings and trained staff
  - Daphne has been working on donations for the Silent Auction, sponsor letters have been distributed
  - CARRYOVER ACTION: Angie to print out flyers for Maitland development
  - Signs in the township have been going up, however no confirmation about library signs received, CARRYOVER ACTION: Angie & Adrien to follow-up with township regarding signage for the library
  - cleanliness of schoolhouse following rentals will be incorporated into new rental agreements (CARRYOVER ACTION: Angie to put together new rental agreement
  - CARRYOVER ACTION: Jacquie to send personnel files to Fran
7. **Correspondence:** Email was received by the Township and forwarded to the library from a patron. She wished to let everyone know how much it was appreciated that the library was open all summer (due to the new staff position that can cover holiday time).

8. **Chairperson's Remarks:** Fall session is now underway and there are lots of activities planned.

9. **Council Representative's Remarks:** Township has been working on roads, budget process will begin in November and the new sexual harassment policy is in place. (This policy will now be referenced in the Library's by-laws.)

10. **Treasurer's Report:**

- Now at 67% of the fiscal year and we are in line with the budget but some items were not captured in the report yet (petty cash and some book expenses have not been updated)
- Provincial operating grant is still in the review process, so income for that line is still pending
- Some research will need to be done regarding hydro rate increase to make sure it is accurately reflected at budget time
- Report to be accepted as presented (Moved: Daphne/Adrien, CARRIED)

11. **CEO Report**

- 17 new members over the summer and circulation is up every month (result of not having to close for staff holidays)
- Museum passes continue to be popular
- Did some outreach at Brockville's Touch-A-Truck event
- 38 kids participated in the Reading Club this summer. The wrap up party with Little Ray's is scheduled for mid-October
- Defibrillator has been installed
- Township volunteer appreciation dinner is scheduled for September 30
- Library circulation program will be updated to M5 this week
- Maitland development interested in receiving a bulk loan of books. This will be undertaken.
- ACTION: Pin the notice about the road closures to the top of our Facebook page

12. **Committee Reports**

- a. **Building:** Stinson has installed new tanks and inspected fireplace. Furnace needs some adjustment to the positioning of the intake and exhaust pipes as well as grounding of the pipe. Will be completed this month. New door switch has been ordered.
  - ACTION: Gary & Jack to mount cabinets.
- b. **Finance:** See Treasurer's Report. Budget process begins in November.
- c. **Fundraising:** Remind those that are donating items to the Silent Auction to begin bringing things in. Scotiabank grant/volunteer request is still awaiting decision (but application has been filed)
- d. **Personnel:** Library Clerk contract has been updated and signed
- e. **Policy & Planning:** Current AODA policy is not compliant with new standard. Will check what the Township has in place and follow if it suits our needs
  - ACTION: Adrien to follow-up with township and report back to Angie
- f. **Public Relations:** October 25<sup>th</sup> will be the annual Volunteer Appreciation night. Invites need to be sent out by September 25<sup>th</sup>.
  - ACTION: Fran to ask Jacquie if she will coordinate wine for the evening

- g. **Strategic Planning:** Many new program ideas are being compiled. They will be discussed with staff and a schedule made to ensure that programs are evenly spaced throughout the year. Focus for these programs will be to bring people to the library.
- h. **Technology:** New wireless router has been installed. We have had some issues with going over our limit (possible cause is people in the parking lot accessing our network after hours). Some restrictions have now been added and planning is on-going. New website design is still being worked on.

13. **Other Business:**

- a) **New Rental Agreement Review** tabled for next month
- b) **Scanning of Inventory Collection** suggested that a volunteer/student begin this process
- c) **Library Signage** discussed in Action Items. Still pending.

14. **Next Meeting:** October 11, 2016 at 7:00 pm, in the schoolhouse

15. **Adjournment** (Moved: Fran/Gary) that the meeting be adjourned at 8:50 pm. CARRIED

Chair \_\_\_\_\_

Secretary \_\_\_\_\_