



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

Minutes of Library Board Meeting: October 11, 2016

Present: Fran Wright (Chair), Daphne Smith (Treasurer), Amy Mackie (Secretary), Jacquie Kelly,
Gary Thornhill

Regrets: Adrian Wynands (Council Rep), Margaret Buckler, Jack Tennant

Staff: Angie Knights

1. **Call to Order** at 7:00 pm
2. **Approval of Agenda** (Moved: Daphne/Jacquie, CARRIED)
3. **Declaration of any conflict of interest:** None
4. **Delegations:** None
5. **Acceptance of Previous Minutes:** (Moved: Daphne/MargGary/Daphnearet, CARRIED)
6. **Business arising from the minutes**
 - Flyers completed but pending delivery to Jacquie on October 11
 - 2nd CARRYOVER ACTION: Signs in the township have been going up, however no confirmation about library signs received, Angie & Adrien to follow-up with township regarding signage for the library ASAP
 - Rental agreement presented and includes slight changes to address cleanliness
 - Personnel files received
 - 2nd CARRYOVER ACTION: Gary & Jack to mount cabinets in office
 - 2nd CARRYOVER ACTION: AODA information needed from the township, Angie to follow-up
 - Wine for event has been sorted
7. **Correspondence:** None
8. **Chairperson's Remarks:** Silent Auction is fast approaching and Volunteer Appreciation is also coming up this month.
9. **Council Representative's Remarks:** None

10. Treasurer's Report:

- Now at 75% of the fiscal year and we are a bit behind the budget but some items will not be recorded until year-end
- Some questions will be checked on regarding the fees for grass cutting (high considering it wasn't cut more than 2x this summer)
- Repair line will be steady now that repairs to the furnace have been made
- Telephone rate may have changed, Gary continues to investigate
- ACTION: Angie to check the bill for the large print pool and report back to Daphne
- Report to be accepted as presented (Moved: Daphne/Jacquie, CARRIED)

11. CEO Report

- Circulation is still steady, rentals are good and 6 new members were added
Library's neighbours have noticed fewer cars in the parking lot at night and find this to be a more comfortable situation for all (late-night Wi-Fi users are now curbed with access ceasing at 9:00 pm)
Has found a contact/supplier for reading chairs for the schoolhouse
The computers have been updated with the new system. Circulation works quite well, some on-going issues with cataloguing but have found ways to do it and have reported the issue to the software developers.

12. Committee Reports

- Building:** Gary presented his research into electricity cost savings based on lighting alone. Hydro has been contacted to do a free energy assessment and Gary will report on their findings at next meeting. If savings are available a motion will be tabled to allocate some of the fundraising monies towards electrical efficiency project.
 - ACTION: Angie to get a quote for handrails over bridge
- Finance:** See Treasurer's Report.
- Fundraising:** Silent Auction items are arriving. Set up will be at 10:00 am on November 21st, some of the advertising is already done
 - ACTION: Daphne to send out a reminder to those helping with setup
- Personnel:** None
- Policy & Planning:** None
- Public Relations:** Volunteer Appreciation Night invites have been sent, setup will be at 2:00, Board to arrive by 6:45, event begins at 7:00.
- Strategic Planning:** Media Plan is still in draft form
 - ACTION: All members to review draft plan to discuss and adopt at next meeting
- Technology:** Due to overusage, there are now some restrictions on when the Wi-Fi is available and the connection has been slowed a bit to control larger downloads. Microsoft updates had caused a few issues but that is now fixed. New website will have a soft launch next week and will operate as a shadow site for about a month to see how everything works. Will go fully live at the end of November and will include an AODA compliant format. Still waiting for word on the continuation of the connectivity grant.

13. **Other Business:**

- a) **Scanning of Local History Collection** there are volunteers that will be able to do this. Will be setting up a schedule, training and workstation shortly.

14. **Next Meeting:** November 8, 2016 at 7:00 pm, in the schoolhouse

- (NOTE: Amy will not be available, will need someone to record minutes)

15. **Adjournment** (Moved: Gary/Jacquie) that the meeting be adjourned at 8:28 pm. CARRIED

Chair _____

Secretary _____