



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

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**Minutes of Library Board Meeting: March 6, 2017**

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

**Regrets:** Angie Knights

**Staff:** Absent

**Guest:** Bill Buckler

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1. **Call to Order** at 7:00 pm
2. **Approval of Agenda** Add fall dance to Fundraising(Moved: Marg/Jack, CARRIED)
3. **Declaration of any conflict of interest:** None
4. **Delegations:** None
5. **Acceptance of Previous Minutes:** No changes put forward (Moved: Jack/Gary, CARRIED)
6. **Business arising from the minutes**
  - Send note to Twp. re: looking for 2 new board members looking especially for those with experience in Fund Raising and Public Relations (ACTION: Angie to complete)
  - Budget for 2017 has passed
  - CARRYOVER ACTION: Adrien to compile and share advertising contacts
7. **Correspondence:** None
8. **Chairperson's Remarks:** Looking for 2 new board members ASAP. We are also looking into raising additional monies and looking into new plans and an action plan for the library.
9. **Council Representative's Remarks:** there will be a 2% tax increase in the township. No cuts are expected to the Rec or Library budgets. A reserve account should still be feasible for the Library and we will pursue that in the 2018 budget process. (ACTION: Adrien to follow up for specifics on setting up a reserve account)

#### 10. **Treasurer's Report:**

- Now at 16% of the fiscal year however there are some irregularities in the current report because some items were accidentally entered twice. We are still awaiting information from the township regarding salary amounts. (Moved to accept report: Daphne/Jack, Carried)

#### 11. **CEO Report**

- Year-end report submitted to the board. Of note: circulation is up over the previous year's, especially in e-books.

#### 12. **Committee Reports**

- Building:** no issue to report. There was a report received about the furnace from Stinson that was unclear (ACTION: Jack to follow up with Stinson). Adrien mentioned a pending presentation to Council from the Rick Hansen Foundation that has funds for accessibility. If we look at the requirements for our washroom facilities and other items, there may be funds there. (ACTION: Adrien to report back at next meeting. ACTION: Jack to look into what the regulations are and see how our facility fares)
  - CARRYOVER ACTION: Angie to get a quote for handrails over bridge
- Finance:** See Treasurer's Report
- Fundraising:** Fall Fundraising Dance discussed. Possible locations: MERC, Roebuck Hall. Looking at October 13, 14, 20, 21 as possible dates (ACTION: Adrien to look at hall availability) Decision needs to be made as to whether we use a DJ service or hire a band (ACTION: Gary and Amy to ask their contacts for cost and report back at next meeting). There will also be a silent/live auction component.
- Personnel:** None
- Policy & Planning:** None
- Public Relations:** Planning a possible book launch/chicken bbq/kids' games event. Funding has been applied for – this would be the library's contribution to Canada150. Running the event is contingent on grant funding; application has been submitted; should hear later in March)
  - CARRYOVER ACTION: Ontario Seniors' Grant
- Strategic Planning:** None
- Technology:** Router failed and a new one was purchased used \$300 from Capacity Grant. New computer parts have also arrived and the new network storage device is in use with marked improvement in speed already noted. Scanning of history files will begin in April.

#### 13. **Other Business:**

- There is a new Committee for Parks and Rec for the Township. Discussed the survey that was distributed. Their next meeting is April 1 and we would like to send additional Library reps. (ACTION: Anyone interested that can attend this meeting, speak to Fran)

#### 14. **Next Meeting:** March 21 at 7:00 pm

#### 15. **Adjournment** (Moved: Fran/Margaret) that the meeting be adjourned at 8:05 pm. Carried

**List of Action Items:**

- Angie: Send note to Twp. re: looking for 2 new board members looking especially for those with experience in Fund Raising and Public Relations
- Adrien: to compile and share advertising contacts
- Adrien to follow up for specifics on setting up a reserve account
- Jack to follow up with Stinson re: furnace report
- Adrien to report back at next meeting re: Rick Hansen Foundation grant
- Jack to look into what the accessibility regulations are and see how our facility fares
- Adrien to look at hall availability
- Gary and Amy to ask their contacts for cost and report back at next meeting
- CARRYOVER ACTION: Ontario Seniors' Grant
- Anyone interested that can attend the Parks & Rec meeting, speak to Fran

Chair \_\_\_\_\_

Secretary \_\_\_\_\_