



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

Minutes of Library Board Meeting: March 21, 2017

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

Regrets: Margaret Buckler

Staff: Angie Knights

Guest: None

1. **Call to Order** at 7:10 pm
2. **Approval of Agenda** Add staff contracts to personnel (Moved: Jack/Jacquie, CARRIED)
3. **Declaration of any conflict of interest:** None
4. **Delegations:** None
5. **Acceptance of Previous Minutes:** No changes put forward (Moved: Jack/Adrien, CARRIED)
6. **Business arising from the minutes**
 - Ad calling for new board members is complete and will have applications by April meeting. Will be posted on library site and social media.
 - Reserve account set up still pending, will be an ongoing project and set in place in 2018
 - Thermostat timer in library has been adjusted so cold building should no longer be an issue. Holes that were allowing cold air into the building will be fixed
 - Rick Hansen Foundation website does not have relevant information for grants relating to our facility
 - Bathrooms are still acceptable under the accessibility code. If major renovations occur, accessibility will be top-of-mind
 - Roebuck Hall has given us a good rate to hold our fundraiser, MERC did not respond. FOLLOWUP ACTION: Adrien to book hall for October 20, FOLLOWUP ACTION: Amy to confirm the band
 - CARRYOVER ACTION: Adrien to compile and share advertising contacts
7. **Correspondence:** A patron was concerned about security of our website. ACTION: Angie to follow up with Mandarin and reply

8. **Chairperson's Remarks:** None

9. **Council Representative's Remarks:** Council meeting was a quiet affair, collective bargaining has been passed. Business Fair will be coming up soon.

10. **Treasurer's Report:**

- Corrections noted at last meeting have been made. Now at 20% of the fiscal year, but still awaiting information from the Township. (Moved to accept report: Daphne/Adrien, CARRIED)

11. **CEO Report**

- New monthly reporting will include a comparison of statistics from the same time period
- Patrons continue to make monetary donations to the library
- Application has been submitted to Brockville Community Futures for our Canada150 project/event

12. **Committee Reports**

- Building:** exterior light will be installed when it gets warmer (ACTION)
 - CARRYOVER ACTION: Angie to get a quote for handrails over bridge (spring)
 - Door sweep in Angie's office to be replaced (ACTION)
- Finance:** still attempting to raise Visa card limit without it taking effect. ACTION Daphne and Angie to follow up again. New debit card has been sent to replace the old one.
- Fundraising:** Adrien, Margaret, George and Fran will form a subcommittee to coordinate the fundraising dance. They will report back to the board. Possible that Library will consider rejoining Doors Open and host a plant and yard sale.
- Personnel:** Angie will pull information regarding hiring and the AODA for future reference.
 - Motion: for the approval of increasing the Library CEO's pay by \$0.55/hour as per the collective agreement. This increase will be retroactive to January 1, 2016. (CARRIED, see separate motion sheet for details)
- Policy & Planning:** None
- Public Relations:** Timeline for Seniors Grant has passed. Grant for Canada150 has been submitted. ACTION: Gary to compile and distribute information packages for small business spotlight afternoons in the library.
- Strategic Planning:** Amy, Corwin, Linda and Angie will meet to go over event planning for 2016. Implementation of the Medial Plan will also be undertaken by the same group.
- Technology:** ACTION: Gary to look into issues with the colour printer

13. **Other Business:**

- A watch was found at the library. Steps will be taken to inform the public to try and find the owner
- Local group would like to use the library for a public event. More info to come.

- The next SOLS meeting is coming on April 29. Let Jack know of anything that needs to be brought forward.

14. **Next Meeting:** April 18 at 7:00 pm

15. **Adjournment** (Moved: Fran/Jacquie) that the meeting be adjourned at 8:40 pm.
(CARRIED)

List of Action Items:

- Adrien to book hall for October 20
- Amy to confirm the band
- Adrien to compile and share advertising contacts
- Angie to follow up with Mandarin and reply re: site security
- exterior light will be installed when it gets warmer
- Angie to get a quote for handrails over bridge (spring)
- Door sweep in Angie's office to be replaced
- Daphne and Angie to follow up again re: Visa limit
- Gary to compile and distribute information packages for small business spotlight afternoons in the library
- Gary to look into issues with the colour printer

Chair _____

Secretary _____