



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

---

**Minutes of Library Board Meeting: April 18, 2017**

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

**Regrets:** Daphne Smith (Treasurer), Gary Thornhill

**Staff:** Angie Knights

---

1. **Call to Order** at 7:00 pm
2. **Approval of Agenda** (Moved: Jack/Margaret, CARRIED)
3. **Declaration of any conflict of interest:** None
4. **Delegations:** None
5. **Acceptance of Previous Minutes:** No changes put forward (Moved: Jacquie/Amy, CARRIED)
6. **Business arising from the minutes**
  - Hall has been booked for fundraising dance. Angie to give cheque to Margaret for down payment (item completed at meeting)
  - Band for event has also been confirmed
  - Adrian is compiling advertising contacts for sub-committee's use
  - Issues with Mandarin (library computer program) ongoing, will follow up by Gary/Angie CARRYOVER ACTION
  - Light still needs to be replaced by Gary CARRYOVER ACTION
  - Quote for handrail has been received, (~\$2000) and installation will be booked
  - Door sweep has been replaced in Angie's office
  - Visa account is still an issue. If movement is not made on this soon, we will remove our business to another banking institution. Daphne and Angie to report back as a CARRYOVER ACTION
  - Information packages for small businesses and issues with the colour printer will be addressed by Gary as a CARRYOVER ACTION
7. **Correspondence:** None

8. **Chairperson's Remarks:** South Grenville Guild of Fine Art book presentation had good coverage by local media. This group would like to have items on display in the future. A new board member will be appointed. (ACTION: Fran and Angie to confirm with Township and follow up with new member)

9. **Council Representative's Remarks:** Last council meeting was a roads tour. Other aspects of the fundraising event are coming along.

10. **Treasurer's Report:**

- Now at 29% of budget. We are still waiting for information from the township to fill in some items. (Motion to accept: Moved by Adrian/Jack, CARRIED)

11. **CEO Report**

- Museum passes to Museum of Canadian History and War Museum are supposed to be coming very soon.
- Excellent social media and patron response to naming of the fish via online poll
- Final report for Capacity Fund Grant has been submitted

12. **Committee Reports**

- Building:** ACTION: Jack to fix cracked window in schoolhouse. ACTION: Angie to contact Township for annual well-head inspection. Library road signs to be installed soon, still looking into universal library road signs (directional). Township has offered to cover half the cost of an electronic sign ACTION: Jack to follow up with Township
- Finance:** See Treasurer's Report
- Fundraising:** See Business arising from past minutes (above)
- Personnel:** Still awaiting copy of contract from the Township. The Board needs to vote on this. Must be completed by next meeting. ACTION: Angie and Adrian to ensure contract is made available to the Board
- Policy & Planning:** A planning session was held with Amy and the staff of the library. All the events have been planned for 2017. This includes a new series of monthly talks, a garage and plant sale and other outreach and in-house activities. We will be looking for a high school student to assist with computer literacy for our patrons.
- Public Relations:** See last item
- Strategic Planning:** None
- Technology:** Scanners need to be up and running as soon as possible so that the history collection project can get underway. ACTION: Gary to get the scanning software and hardware ready for volunteers.

13. **Other Business:** None

14. **Next Meeting:** May 16 at 7:00 pm

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

**List of Action Items:**

- Daphne & Angie to report back on Visa issues
- Gary & Angie to follow up with issues with Mandarin
- Gary to replace light
- Gary to create & distribute information packages for small businesses
- Gary to look into issues with the colour printer
- Fran & Angie to confirm with Township and follow up with new board member
- Jack to fix cracked window in schoolhouse
- Angie to contact Township for annual well-head inspection
- Jack to follow up with Township about funding electronic sign
- Angie & Adrian to ensure contract is made available to the Board to vote on in May
- Gary to get the scanning software and hardware ready for volunteers for history project

Chair \_\_\_\_\_

Secretary \_\_\_\_\_