



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

Minutes of Library Board Meeting: May 16, 2017

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

Regrets: Jacquie Kelly

Staff: Angie Knights

1. **Call to Order** at 7:05 pm
2. **Approval of Agenda** (Moved: Jack/Gary, CARRIED)
3. **Declaration of any conflict of interest:** None
4. **Delegations:** None
5. **Acceptance of Previous Minutes:** No changes put forward (Moved: Daphne/Margaret, CARRIED)
6. **Business arising from the minutes**
 - Visa issues have been resolved
 - Mandarin didn't work at all last week due to a server issue on their end. Hopefully everything will now work properly
 - Gary unable to change external light. CARRYOVER ACTION Angie to contact 401 to get this finished
 - Small business writeup to go to Ardrian but otherwise ready to get that underway
 - Crack in window to be looked into by Jack CARRYOVER ACTION
 - Angie to contact Township for well head inspection CARRYOVER ACTION
 - Electronic sign will be removed from plan due to cost but will remain open to the idea if anything changes
 - Still need to vote on contract, this issue is of great importance CARRYOVER ACTION
 - Software for history scanning is ready to go and training of volunteers/staff will occur soon
7. **Chairperson's Remarks:** Welcome to new board member Michelle. Received grant for our Canada150 project/event at a ceremony in Brockville.

8. **Council Representative's Remarks:** Adrian to work as liaison to get contract from the township ASAP CARRYOVER ACTION
9. **Treasurer's Report:**
- Now at 36% of budget and doing well, donations especially. Nothing of note outstanding but still no info from Township on applicable line items. ACTION: Daphne to double check mileage line. (Motion to accept: Moved by Daphne/Jack, CARRIED)
10. **CEO Report**
- Report presented, will adjust the report in the future to run yearly and include month-to-month comparisons (i.e. April – April rather than March – April)
 - Angie will attend de-escalation training in Ottawa next month and retrain the rest of the staff following
11. **Committee Reports**
- a. **Building:** railing being fabricated but cement needs to be fixed before it can be attached. Work ongoing.
 - b. **Finance:** See Treasurer's Report
 - c. **Fundraising:** Community Foundation Grant of \$3500 received. Now planning for event can begin. Canadian History Fund grants will not be applied for this year, but it is another source that we can look at in the future.
 - d. **Personnel:** IN CAMERA SESSION
 - e. **Policy & Planning:** Meeting room policy will be updated to include cancellation policy (must notify 48 hours beforehand, no refund given if cancelled later than that). Membership policy will now require new patrons provide proof of civic address before becoming members.
 - f. **Public Relations:** None
 - g. **Strategic Planning:** None
 - h. **Technology:** Scanner is up and running. Training will happen soon.
12. **Other Business**
- a) SOLS meeting: Jack to report at next meeting ADD TO AGENDA
13. **Next Meeting:** June 20 at 7:00 pm
14. **Adjournment** (Moved: Margaret/Gary) that the meeting be adjourned at 8:40 pm. Carried

List of Action Items:

- Adrian to work as liaison to get contract from the township ASAP
- Daphne to double check mileage line
- Amy to add Jack and SOLS meeting to next month's agenda

Chair _____

Secretary _____