



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

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**Minutes of Library Board Meeting:**

**October 24, 2017**

Attendance: Fran Wright (Chair), Jack Tennant (Vice-Chair), Daphne Thornhill (Treasurer), Amy Mackie (Secretary), Gary Thornhill, Michelle Nel

Council Rep: Adrian Wynands

Staff: Angie Knights

Regrets: Margaret Buckler

1. Call to order: 7:10
2. Approval of Agenda (Jack/Gary CARRIED)
3. Conflict of Interest: None
4. Delegations: None
5. Minutes of Preceding Meeting (Daphne/Jack CARRIED)
6. Review of Action Items:
  - Angie to followup re: well check (Mike from the Township is to call Angie)
  - Amy to add policy discussion to September meeting agenda/workplan (Discussion carried over until October) COMPLETED
  - Adrian to look into contract (Carryover)
  - Jack to install reflectors on new railings COMPLETED
  - Jack to report back on window decision (Ongoing, wasps gone, weather stripping replaced)
  - Amy to add to October meeting agenda/workplan COMPLETED
  - Adrian to look into wayfinding signs with township (Carryover)
  - Amy add Connectivity Grant to agenda COMPLETED
  - Angie to inform township that contact will be made by a prospective board member COMPLETED, awaiting contact from prospective member
7. Correspondence: Thank you for books donated to Iqaluit
8. Chairperson's Remarks: The dance fundraiser went well and all had fun. Volunteer appreciation event also a good event.

9. Council Representative's Remarks: Mayor has returned, Branch Road improvements almost complete, North Augusta waste transfer station almost ready to reopen.
10. Treasurer's Report: now at 81% of the fiscal year. Income has been entered, but still awaiting expense numbers. Some information from township has been received, but still awaiting audit numbers and insurance info. (Daphne/Jack, CARRIED)
11. CEO's Report: 9 new members. Income under Misc is for the sale of Stones of Augusta. The launch event for the book was inspirational. We will look into getting more copies to sell since people are still asking for it. Annual survey and grant info has been submitted. Angie to look into costing for Consumer Reports online and send to Gary. Amy to add to agenda (Tech) for November.
12. Committee Reports:
  - a. Building & Property:
    - o Smell noticed by staff in the kitchen and will be investigated
    - o Jack to follow up and get wheelchair buttons functioning again
  - b. Finance: Budget process will begin soon. Amy to add budget review to November agenda. Jack to gather info at SOLS meeting re: Ontario government grants
  - c. Fundraising:
    - o Dance was a success, but we see room for improvement. Next one in the spring (late April – early May, to discuss in January). Will need to advertise more.
    - o Plant and yard sale will also be held again (May)
  - d. Personnel: Collective agreement still needs a signed copy to ratify. Fran to send copy of collective agreement to Gary. Gary to review collective agreement.
  - e. Policy & Planning: Angie: to make changes to policy as noted on her copy. All are to review Policy pages 12-24 before November meeting
  - f. Public Relations:
    - o Tiny Library has design and partnership from the high school. Angie will be main contact between library and teacher. 4 will be created hopefully to be installed in Maitland, Roebuck, Maynard and North Augusta.
  - g. Strategic Planning: our yearly event planning session is scheduled for November.
  - h. Technology:
    - o Received grant money for internet costs
    - o Scanning: Andrew will take the lead on the project and it will finally get underway as training continues.
    - o Grant Station: License has been acquired.
13. New Business:
  - a. MAP sacks are up for a provincial library award
  - b. Angie to look into costs of attending the library conference in Toronto
  - c. All to bring forward ideas to create a 'wish list' that can be used for grant writing
14. Next meeting: November 21, 2017
15. Adjourned at 8:35 pm (Fran/Daphne CARRIED)

List of Action Items:

All to bring forward ideas to create a 'wish list' that can be used for grant writing

Angie to look into costs of attending the library conference in Toronto

Angie: to make changes to policy as noted on her copy.

All are to review Policy pages 12-24 before November meeting.

Fran to send copy of collective agreement to Gary.

Gary to review collective agreement.

Amy to add budget review to November agenda. Jack to gather info at SOLS meeting re: Ontario government grants

Jack to follow up and get wheelchair buttons functioning again

Angie to look into costing for Consumer Reports online and send to Gary.

Amy to add Consumer Reports discussion to agenda (Tech) for November.

Adrian to look into contract (Carryover)

Chair \_\_\_\_\_

Secretary \_\_\_\_\_