



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

Minutes of Library Board Meeting: January 30, 2018

Present: Fran Wright (Chair), John Tennant (Vice Chair), Daphne Smith (Treasurer), Gary Thornhill, Cheryl McCorkell, Anne Barabash

Regrets: Adrian Wynands (Council Rep)

Staff: CEO Angie Knights

1. **Call to Order:** 7:00 pm
2. **Election of Officers:** Angie Knights Chairs the meeting for the Election of Officers for the Board for 2018.
New Officers for 2018, Chairperson Fran Wright, Vice Chairperson John Tennant, Finance Chair Daphne Smith, Secretary TBA.
3. **Approval of Agenda** Three Items added to New Business: Recreation Committee Report, Little Library Report, Library Closure, (Moved: Daphne/Anne CARRIED),
4. **Declaration of any conflict of interest:** None
5. **Delegations:** None
6. **Acceptance of Previous Minutes:** No changes put forward (Moved: Jack/Gary, CARRIED)
7. **Business arising from the minutes**
 - Well Check still not done. Carried over until May 2018
 - Door access buttons still not working. Jack to check with Wiltse's to see if parts are in or if new buttons can be ordered or Find another repair centre to fix the system.
 - Internet realignment carried over to April.
 - No Spring Dance
 - Garage & Flower sale Scheduled for last week in May
 - Working on MS Windows updates
 - Continual problem with Printer
 - Continuing Problem with Mandrin and sign out & return of Books, Angie to contact Mandrin Tech support
7. **Correspondence:** Outgoing only; with note to thank Creek Side Diner

8. **Chairperson's Remarks:** Thanks to Cheryl for joining the Finance Sub Committee. Fran will send out a memo for planning of Committees.

9. **Council Representative's Remarks:** None

10. **Treasurer's Report:**

- (Moved Daphne/Fran Carried)

11. **CEO Report**

- Year-end report submitted to the board.

12. **Committee Reports**

- a. **Building:**
 - Replaced Heating Thermostat. Old unit defective. New unit is a manual non-programmable unit. Need to keep a record of use and watch the increase in fuel Consumption. Old unit kept Library too cool.
- b. **Finance:** Budget approved by Council
- c. **Fundraising:** Next planning item is the May (Yard & Flower) sale. Tables to rented for \$10.00. tentative Date May 26, or 27, 2018
- d. **Personnel: Pay increase have been updated**
- e. **Policy & Planning:** Angie to send the completed Policy changes of Library Bylaws to Gary to be entered onto the WEB Site. Changes made to Board Personnel Policy # 3, 7, 10, 12. Next meeting review of # 19 to 37.
- f. **Public Relations:** None
- g. **Strategic Planning:** None
- h. **Technology:** Technology Services Grant of \$3000.00 . It is to be used for upgrading Library technology. Currently being used for software upgrades and some equipment upgrades. Need to consider upgrading the Library Printer

13 Other Business: Little Library sites are now being built by **South Greenville High School** shop class. Angie has a few volunteers to watch the sites at Roebuck, Maitland & North Augusta that will hold the Little Libraries.

Report from Township Recreation Committee. The Township is trying to get a GOV'T grant to purchase sports equipment for Township. Equipment is for TWP residents to use. Equipment will be signed out by Library Staff. New Policy's had to be n instated by the township before applying for the grant. A head trauma policy and Police check Policy for Volunteers. Much discussion about insurance for renters renting Township facilities. Township to set Policy.

14 Next Meeting: February 20 at 7:00 pm

13. **Adjournment** (Moved: Gary/Anne) that the meeting be adjourned at 8:55 pm. Carried

Chair _____

Secretary _____