



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

Minutes of Library Board Meeting: February 27, 2018

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

Regrets: Adrian Wynands (Council Rep), Cheryl McCorkell

Staff: CEO Angie Knights

1. **Call to Order:** 7:05 pm
2. **Approval of Agenda**
3. **Declaration of any conflict of interest:** None
4. **Delegations:** None
5. **Acceptance of Previous Minutes:** No changes put forward (Moved: Jack/Anne, CARRIED)
6. **Business arising from the minutes**
 - Well Check still not done. Carried over until May 2018
 - Access Door Buttons Repaired
 - Mandrin Booking Problems Unsolved
 - Printer problems solved with purchase of a New Printer
 - Some money still available from Technology grant but \$2200 spent
7. **Correspondence:** Letter from a mother thanking Library staff for Harry Potter Night
8. **Chairperson's Remarks:** A new Committee list should be Prepared sent to Board
9. **Council Representative's Remarks:** None
10. **Treasurer's Report:**
 - Received Township Council Figures for expenditures
 - Budget now at 14% of year
 - (Moved Daphne/Jack Carried)
11. **CEO Report**

- Harry Potter night was very well attended and all attendees thought it was excellent
- Library Provincial Annual Survey has been completed, submitted and accepted.
- Auditors will be arriving in March to Audit the Library finance file

12. Committee Reports

- a. **Building:**
 - New Thermostat. Working well and staff have had no trouble.
 - Access door buttons repaired
 - Shelving in Kitchen still needs to be moved and checked for mildew
 - New Items- Down spout and front of Library need repair
 - Angie & Anne to coordinate on Access button sign for front door posts
- b. **Finance:** Done
- c. **Personnel:** Anne and Fran will be reviewing and preparing new policies/ procedure on staff working alone, sick leave and closure dates for the library for vacation and holidays
- d. **Policy & Planning: Building:**
 - Policy # 21 changed.
 - Policy # 25 changed
 - Policy # 26 changed
 - Changes to Beginning of Statement on the Personnel Policy “Not withstanding the Board Policy complies with the Township’s Collective Agreement for all Unionized employees
 - Next meeting to review Collection Policy items 1 to 12
 - Forms for Evaluation to be sent out to Committee Members
 - Fran will be meeting with cleaning lady Ellen to discuss her new contract for 2018
- e. **Public Relations:** None
- f. **Strategic Planning:** None
- g. **Technology,** review new software, restart Scanning Project

13 Other Business:

Collection Policy.

14 Next Meeting: March 20 at 7:00 pm

15. Adjournment (Moved: Daphne/Gary) that the meeting be adjourned at 8:30 PM. Carried

Chair _____

Secretary _____