



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

Minutes of Library Board Meeting: March 20, 2018

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

Regrets: None

Staff: CEO Angie Knights

1. **Call to Order:** 7:02 PM
2. **Approval of Agenda.** Approval Move Anne/Gary Carried
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
Decided not to replace School windows at this time.
 - Access Door Buttons Repaired
 - Mandrin Booking Problems seem to be fixed
 - Printer problems solved with purchase of a New Printer
 - Some money still available from Technology grant but \$2200 spent
 - Auditors have come and examined books waiting for a reply
 - Down spout still requires repair - waiting for parts
 - Rear storage area still requires repair , hold over to May
 - Shelving in Kitchen needs to be checked.
 - Personnel policy update completed
 - Collection Policy completed for 1 to 12
 - Access buttons signs – Design approved
 - New committee list completed and sent out to Members

Correspondence: Letters sent out to Patrons who borrowed Museum passes but have not returned them, asking for immediate return of Passes. 1 has been returned. Request for new Policy

7. **Chairperson's Remarks:** None
8. **Council Representative's Remarks:** Road & Bridge work projects have been set for this year
9. **Treasurer's Report:**
 - Township Grant has not been received.
 - Budget now at 21% of year
 - (Moved Daphne/Fran Carried)
10. **CEO Report**
 - The February stats for library are slightly down, due to bad winter weather
 - Working with Township Offices to obtain the Insurance forms which are required, to get the Provincial Libraries operating Grant money.
11. **Committee Reports**
 - a. **Building:**
 - Shelving in Kitchen still needs to be moved and checked for mildew
 - New Items- Down spout and front of Library need repair
 - Window replacement estimate declined
 - New request for estimate for replacing front vestibule door with a new all metal door with window and screen in the door to help with summer cooling of meeting room
 - As soon as weather warms up will continue with repair of storm windows
 - b. **Finance:** Done
 - c. **Personnel:** Committee need to review the working alone Policy and Library Closure Policy. To be presented at April meeting
 - d. **Policy & Planning: Building:**
 - Reviewed Collection Policy items 1 to 12 and no changes made to policy
Next meeting to review Collection Policy items 13 to 23
 - Forms for Evaluation sent out to Committee Members ----
Fran will set up a meeting
 - e. **Public Relations:**
March Break images now up on Web Pages.
Going to try to do Craft day once a month
 - f. **Strategic Planning:** Document completed
 - g. **Technology,**
New ISP \$600.00 left from Library Grant for technology. Suggested we invest the money in purchasing Lego Mindstorm kit for the Library. All in favour.
restart Scanning Project
Suggested we have open sessions on computer technology in the evening allowing people to ask questions Gary/Andrew to look at and return next month with suggestions.
- 13 Other Business:**
Require updates for Service recognition plaques for Staff for every five years of Service
- 14 Next Meeting:** April 17 at 7:00 pm

15. **Adjournment** (Moved: Anne/Daphne) meeting adjourned at 8:40 PM. Carried

Chair _____

Secretary _____