



Enhancing our community through Learning, Leisure and Literacy

Minutes for Library Board Meeting

Meeting Date: June 9th, 2015

Present: Jacquie Kelly, Greg Morrison, Fran Wright, Huguette Messier, Adrian Wynands (Council rep), John Houston, Pauline Cyr, Margaret Buckler.

Regrets: Daphne Thornhill, Gary Thornhill.

Staff: Angela Knights (CEO)

1. Call to order:

The meeting was called to order by the Chair(Jacquie) at 1914.

2. Approval of the agenda:

Added "Summer Hours" to the agenda.

Moved (Pauline/Marg) to approve the revised agenda. Carried.

3. Declaration of any conflict of interest:

None

4. Delegations:

None

5. Minutes of the preceding meeting:

Moved(Greg/John). Carried.

6. Business arising from the minutes:

Huguette has started looking at strategic planning and wondered if SOLS would have any documentation. She will send us some links as she continues her research.

Would like to resume preparing ideas for future planning.

Locates have been done by Bell for Day of Caring.

Levac's contract was cancelled and they came and delivered anyway.

The Township is looking at sharing the cost of LED purchases with us.

Had discussed the necessity of buying a new router but it has proved to be ok. Xplornet had accidentally d/c our static IP address.

Errors from minutes corrected: changed a word from audit; inventory under fundraising changed from selling to donating and soapmaking is one word.

7. Correspondence:

The By-law officer for the township and a representative from our insurance company toured the library on their own without giving prior notification. No library staff were present to answer any questions. They found discrepancies which were in fact already dealt with and would have been known if staff had been there. Angie was to respond to this by e-mail.

Joan Gearey and Connie Whitehorn were nominated for the Ontario Volunteer Service Awards. The presentation will take place June 23rd at the Brockville Country Club and Jacquie and Angie will be attending to represent the board and library.

8. Chairperson's Report:

Inventory scanning has been completed.

9. Treasurer's Report:

We are at 42% of the fiscal year with total operating revenues at 27% and total operating expenditures at 36%.

There are still no amounts available for audit and grass cutting costs.

Line 27 has no name yet.

Need to move \$3000.00 from Line 88 to 89 in Sage.

Moved (Greg/John). Carried.

10. Chief Executive Officer's Report:

11 new members.

Finished library inventory in 4 days. All items were scanned and the books were put back on the shelves. It was found through the reports that there were some invalid bar codes, 460 books missing and 188 technical problems with mandarin . 160 of the missing books were found on the shelves yet showed being out. Still finding some. 300 still missing (less than 1 ½% of entire inventory)

Huguette asked for more information and some type of comparison from previous inventories.

11. Committee Reports:

Building and Property:

Toilet fixed by John.

Day of Caring is coming up soon.

Finance:

None

Fund Raising:

None.

Future Planning:

No report.

Personnel:

Angie to review her 2015 goals with us once we have provided goals for the library so comparisons can be made.

Goals should be attainable, realistic and timely.

Will revisit library goals in September.

Library will be closed July 12-26 inclusive for summer vacation.

Policy and Planning:

Moved that the revised Personnel Bylaws be approved as amended. Moved(Greg/Adrian). Carried.

Moved that the revised Board Bylaws be approved as amended. Moved (Greg/John). Carried.

Public Relations:

A brief report was presented to the board by Jacquie, Huguette and Fran regarding the workshop they had attended on Library Promotion.

A meeting will be called over the summer months so we can move forward with advertising for up and coming events.

Technology:

Router needs to be fixed.

To check inventory programs.

12. Other Business:

As the Ministry is pulling their funding, we will be losing many of our e-resources, such as ancestry, novelist, tumble book, Chiltan(car repair) etc.

13. Date of the next meeting

The date of the next meeting will be Sept 8th, 2015.

14. Adjournment

Moved (Adrian/Pauline) that the meeting be adjourned at 2150. Carried.

Chair:

Date:

Secretary: