



Enhancing our community through Learning, Leisure and Literacy

Minutes of the Library Board Meeting

Meeting Date: January 12, 2016

Presents: Fran Wright (Chair), Jacquie Kelly (Vice-Chair), Daphne Thornhill (Treasurer), Huguette Messier (Secretary), Margaret Buckler, Gary Thornhill, Adrian Wynands (Council rep)

Regrets: Pauline Cyr

Staff: Angela Knights (CEO)

1. Call to order:

As the **first meeting** of the year, the meeting was called to order by the library CEO (Angie) at 7:10 pm.

2. Approval of the agenda:

The Agenda was amended to include the Election of Officers as the first order of business. The Agenda was renumbering and Board meeting attendance and Review of new members were added under 13. Moved (Margaret/Jacquie). Carried.

3. Election of Officers – Nomination and voting of officers took place with the final choices being: **Chairperson** – Fran Wright (Jacquie/Daphne), **Vice-chairperson** – Jacquie Kelly (Fran/Margaret), **Treasurer** – Daphne Thornhill (Fran/Jacquie), **Secretary** – Huguette Messier (Fran/Daphne). The meeting was then taken over by the new Chair, Fran.

The members then reviewed the three applications submitted to the Municipal Council. Quite pleased with the caliber of the candidates, it was agreed to welcome them all as new members.

The appointments of Board members to the standing committees of the Board, which is usually part of this process of the **first meeting**, were postponed to the next meeting as to include the new members.

4. Declaration of any conflict of interest:

None

5. Delegations:

None.

6. Minutes of the preceding meeting:

Minutes of the December 15, 2015 meeting were approved as is. Moved (Daphne/Adrian). Carried.

7. Business arising from the minutes:

- a) Lighting - The new LED bulbs for the school house and the hanging lights in the main library were purchased and Gary offered to install them. Angie to do final checks (e.g. right lighting, right watts etc)
- b) Chair cleaning - Angie had to rebook the appointment with Rotostatic.

- c) Old Mailbox. Former member John informed that he does not have the wood. Angie's husband will do the repairs.
- d) Digitalization - Gary suggested to set up the process ourselves and hire a summer and the work could be done in the spring and summer.
- e) Descaler - Gary installed a new Electronic Anti-Scale and Rust Water Treatment System on the water line in the electrical room and it seems to be functioning well.

8. Correspondence:

Two Thank You letters, one from Connie Whitehorne (a volunteer that takes over during absences of our staff) and the other from Ellen Bangma (Cleaning services) for the gifts received at Christmas.

One complaint about a book put on hold. Matter solved to patron's satisfaction.

9. Chairperson's Report:

2015 was a busy and productive year. She thanked everybody for their hard work. Lots in front of us for 2016 and decision tonight is to move forward.

10. Treasurer's Report:

Daphne explained that two corrections were made: one to Programming Revenues and one to Bank Account. She mentioned that we received the Provincial Operating Grant (\$13,297.00) on December 29, 2015. Members noted that the Budget was very well managed and that we ended the year with a surplus. Moved (Daphne/Jacquie) that the Treasurer's Report be accepted. Carried.

11. Chief Executive Officer's Report:

Angie presented the December Report.

12 new members.

Angie will attend the Family Literacy Day (South Grenville District High School) with a representative from Prescott Library. Information on the event will be sent to Linda McKittrick for posting on Facebook.

The new funding proposed in our Budget for 2016 could be used for new programs for grand-parents and a Knitting Circle.

The training on computer is going very well. Good attendance and high satisfaction.

12. Committee Reports:

Members reviewed if the existing system of committees should continue as is or be modified. In the end it was agreed to keep existing system.

Building and Property:

Nothing to report.

Finance:

Date of tabling of our 2016 Budget for approval by the Municipal Council is still unknown. Possibility of January 25, 2016. Our members want to attend to make representations.

Fund Raising:

Nothing to report.

Policy & Planning:

E-books - Need to develop a new policy to define who can download our e-books.

Huguette to organize a meeting with Margaret and Angie.

Strategic Planning - Members were all very supportive of the workplan presented by Peggy Malcolm but were concerned about how to address it. Huguette will rework the plan and table, for discussions at the next meeting, a proposal of the projects that could be implemented in 2016.

Descaler – All agreed that a policy is not needed but to ensure that there is regular maintenance, Angie will include the need to descale the water line in the Book of Procedures under the things to be done annually.

Personnel:

Hours of Board Meetings – From now on the meetings will start at 7:00pm sharp and end at 9:00pm.

Public Relations:

Training - This is the list of the upcoming (computer-related) training classes:

- Ancestry.com & Family search – January 30
- Overdrive & Facebook – February 5
- Email & Computer Security – February 12
- Skype & Pinterest – February 19
- Android Basics – March 11
- Android Advanced – March 18

All classes are from 11:00 am to 2:00 pm at the Library for a fee of \$5.00 to be paid in advance. Lunch is provided.

Promotion - In the context of the tough financial situation, Huguette suggested that we might want to work with our nearby libraries to put an ad in the newspapers to promote our free services. She will get in touch with the CEOs to see if they are interested and with the newspapers to find out the costs.

Technology:

Mandarin - An update is scheduled for next week.

13. Other Business:

Attendance at meetings of the Board - The Chair raised the importance for members to be active and engaged in the management of the Library. She mentioned that when a member is absent for three consecutive meetings, the Board has to consider the circumstances of the absence and take action (By-laws 5). She will raise the matter with one member.

New members - Fran will inform Pierre Mercier of our decision and then will call to welcome them. Angie will forward them the Development Kit and a copy of the Board by-laws and to invite them to arrive early at the next meeting (6:30 pm) for a tour of the Library.

All Board members are invited to arrive a bit earlier for the next meeting to meet and greet our new members.

14. Date of the next meeting

The date of the next meeting will be Tuesday, February 9th, 2016.

15. Adjournment

Moved (Daphne/Jacque) that the meeting be adjourned at 9:00 pm. Carried.

Chair:

Date:

Secretary:

Reports tabled:

CEO Report of December

Monthly Financial Report

Strategic Planning document from Peggy Malcolm (SOLS)