



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

Minutes of Library Board Meeting: March 8, 2016

Present: Fran Wright (Chair), Daphne Smith (Treasurer), Amy Mackie (Secretary), Margaret Buckler, Charles Onstein, Jack Tennant, Gary Thornhill

Regrets: Jacquie Kelly, Adrian Wynands (Council Rep)

Staff: Angie Knights

1. **Call to Order** at 7:00 pm
2. **Approval of Agenda** Additions to New Business included public programming initiatives and admission tickets (Moved: Jack/Gary, CARRIED)]
3. **Declaration of any conflict of interest:** None
4. **Delegations:** None
5. **Acceptance of Previous Minutes** (Moved: Margaret/ Daphne, CARRIED)
6. **Business arising from the minutes**
 - Chairs will be cleaned next Tuesday (March 15)
 - Baseboard on the old mailbox is completed
 - Note: Church is also interested in old chairs, in addition to tables
 - Electronic Sign: Jack investigated the cost via North Augusta, including service and upkeep (Ford Electric for upkeep, Greentech for the sign). 1-sided ~\$1900, 2-sided ~\$3500
 - Static library sign would likely be better, make sure that Council is aware that we want to be included in sign purchasing so that we can get in on a possible group discount
 - Angie can order the universal blue & white library sign. We'll contact Counties to help get them installed.
 - ACTION: Fran to email the township to let them know about signage
7. **Correspondence:** Benevity Community Impact Fund sent us a \$25 cheque (connection to Trans Canada Pipeline), we will accept it
8. **Chairperson's Remarks:** Committees will be setting meeting dates in the coming weeks
9. **Treasurer's Report:**
 - Financials have gone to the auditor
 - Requested info from township, awaiting some numbers
 - Still waiting on completion of the budget process

- At 16% of the fiscal year at this point
- Report accepted (Moved: Daphne/Gary, CARRIED)

10. CEO Report

- End of year report was drafted and circulated to the Board for comment. Please send all comments and corrections ASAP
- 12 new members, circulation continues to be good
- received a \$100 donation
- Closed 2 days due to poor weather (policy committee to look into future actions)
- Large print books have arrived

11. Committee Reports

- a. **Building:** No Report, Charles to meet with Gary in the near future
- b. **Finance:** Gary updated, will get ~40 new folding chairs with cart for schoolhouse. Cost \$800
 - ACTION: Gary to contact Greg about where to show financial carryover from last year, fundraising line
 - MOTION: Moved that the Library Purchase 40 folding chairs and chair storage cart. Estimated price would be approximately \$1200 before taxes” (Moved: Gary/Jack, CARRIED)
- c. **Personnel:** Moved by Fran/Gary that the Board move to ‘In Camera’ in order to address a matter pertaining to personnel matters about identifying individuals as per section 16.14d of the Public Libraries Act. CARRIED
 - Moved (Fran/) that the In Camera session rise and report. CARRIED
- d. **Policy & Planning:** Jack and Charles have joined this committee
 - Monday March 21 @ 2:00 pm committee will look at Non-Resident Policy
- e. **Public Relations:** April 14 Small Business event at MERC will be attended by Angie
- f. **Strategic Planning:** Gary to set a meeting date
- g. **Technology:** Looking to update computers to Windows 10
 - Down to 6 computers + 1 backup
 - Need to look at printer, not working at the moment
 - Library Capacity Fund, monies must be spent ASAP, Angie to buy TumbleBook subscription for kids' ebooks. This will be available through our website. Cost is \$700, + audio books \$400. So, it is now allocated, Board approved

12. Other Business:

- a. **MAPSacks:** this program of backpacks filled with activities will be coming to our library this summer. Amy sits on the rep committee with Rideau Lakes Libraries
- b. **Astronomy Night:** Chance for more outreach, Gary to coordinate a star gazing party behind the library this summer
- c. **Trustee Council Meeting:** rep needed, Jack has volunteered
- d. **Aquatarium:** Angie to pick up family passes, will also have other museum passes again this year
- e. **Deborah Dunleavy:** \$300 will be used for a song-writing program for children. This is in partnership with Prescott, Edwardsburgh-Cardinal and funds will come from the auction

13. **Next Meeting:** April 12, 2016 at 7:00 pm, in the schoolhouse

14. **Adjournment** (Moved Gary/Margaret) that the meeting be adjourned at 9:05 pm. CARRIED