



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

Minutes of Library Board Meeting: April 12, 2016

Present: Fran Wright (Chair), Daphne Smith (Treasurer), Amy Mackie (Secretary), Adrian Wynands (Council Rep), Margaret Buckler, Jacquie Kelly, Jack Tennant, Gary Thornhill

Regrets: None

Staff: Angie Knights

1. **Call to Order** at 7:05 pm
2. **Approval of Agenda** Additions to New Business included scanning inventory & local history collection (Moved: Jack/Jacquie, CARRIED)]
3. **Declaration of any conflict of interest:** None
4. **Delegations:** None
5. **Acceptance of Previous Minutes** (Moved: Jack/Margaret, CARRIED)
6. **Business arising from the minutes**
 - Chairs have been cleaned
 - Fran has spoken to township re: signage. They will add library sign to their order and are interested in outcome of electronic sign (would like space for twp events, if possible)
 - Angie will be attending event at MERC hall on April 18
 - ACTION: Gary to contact Greg about where to show financial carryover from last year, fundraising line
 - Chairs: staff would like to keep them (rather than buy folding chairs) and store onsite. Remainder will be given to the church and borrowed as needed
 - MOTION: reverse last month's recommendation to use fundraising monies for new chair purchase (CARRIED)
 - Family passes for museums arrived in time for March Break
 - Tumblebook subscription has been ordered
 - Deboarah Dunleavy/Song writing Saturdays will be held April 30, May 7 & 14.
ACTION: Angie to create a poster for distribution
7. **Correspondence:** None

8. **Chairperson's Remarks:** Board member Charles has resigned, need to find a new volunteer. Hopefully one that can help with the website. Jack has a contact that might be interested.

- ACTION: Jack to follow up with his contact.

9. **Treasurer's Report:**

- New budget #s have not yet been entered
- Now at 25% of the fiscal year with everything following budget closely. Expenditures at 18%
- Report accepted (Moved: Daphne/Jacquie, CARRIED)

10. **CEO Report**

- 9 new members in March, 2 group rentals (income accordingly)
- Good usage of the free passes
- Attendance at the IT classes is good, with good feedback from participants
- ACTION: Angie to check Facebook settings to make sure that her posts go on the main library page (ex: snow day notice)

11. **Committee Reports**

- Building:** ACTION: Gary to change lights in schoolhouse (too dim)
 - ACTION: Angie to contact Wiltse's to look at access door buttons (submit estimate)
- Finance:** Final report for Library Capacity Fund must be submitted by April 29
- Fundraising:** Monies for chairs now to go into seating around the fireplace, Adrien suggested that we meet with Scotiabank ASAP to see about matching funds & supplying volunteers for the silent auction
 - ACTION: Daphne to set up meeting with Scotiabank in Brockville.
- Personnel:** Township will do payroll for new Clerk position
 - ACTION: Adrien to talk to township about creating/supplying a contract for Library Clerk, need for mid-May
 - MOTION: "The Board approves the job description for a Library Clerk as discussed" (Moved: Daphne/Jack, CARRIED)
 - Ad will be placed in print media (EMC, Prescott Journal, Recorder & Times) as well as shared online
 - Applications will be reviewed May 17th and position starts on June 6th
- Policy & Planning:** Staffing review is in progress
 - Non-Resident Policy was discussed and presented. Accepted, with amendments, will be added to the policy binder. (Moved: Jack/Fran, CARRIED)
- Public Relations:** A 12 month marketing plan is under development (Amy), will be completed for June and implemented in September
- Strategic Planning:** A meeting of the subcommittee was held to look at priority items for this year. Discussion included:
 - Outside signage & visibility (as outlined above)
 - Programming (Angie will present recommendations for fall implementation at an upcoming meeting)
 - Literacy (possible homework help from high school volunteers, Angie will bring forward ideas at an upcoming meeting)

- 'As a Place' altering the physical space to allow patrons to gather & relax and to make the space more usable for staff. (Young Adult room will become an office, large print will move to wall opposite circulation desk, computers will be moved/used as backups, review of YA fiction will be undertaken, a new worktable for main office will be installed by Greg & Gary, comfortable chairs with swivel desks will be added near the fireplace in the schoolhouse)
- Accessibility (things are working well at the moment, will update as needed)
- h. **Technology:** All computers will be changed over to Windows 10. 2 computers will be moved from opposite the circulation desk, as outlined above. Lines will be run to provide IT access in the new office.

12. **Other Business:**

- a. **Maitland Development:** How can the library be accessed by new residents. Will reach out to the developer and see how the library can be included.
- b. **Scanning Inventory & Local History Collections:** Will be discussed next meeting

13. **Next Meeting:** May 10, 2016 at 7:00 pm, in the schoolhouse

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