



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

Minutes of Library Board Meeting: May 10, 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 7:07 pm
2. **Approval of Agenda** Addition to New Business: Library Trustee meeting (Moved: Jack/Jacquie, CARRIED)
3. **Declaration of any conflict of interest:** None
4. **Delegations:** None
5. **Acceptance of Previous Minutes** Correction to date required ACTION: Amy to correct and have updated version posted to website (Moved: Daphne/Margaret, CARRIED)
6. **Business arising from the minutes**
 - Gary still working on financial carryover numbers
 - Jack's contact (for possible new board member) not available, but will consider for a future date
 - Schoolhouse lights have been fixed
 - ACTION: Gary to get the Facebook password and adjust administrator settings
 - Wiltse's will be coming to check the access buttons this week
 - Contract from township for clerk position still pending ACTION: Adrien to followup with township ASAP
 - Daphne working on Scotiabank application, Angie will assist. ACTION: Gary to get branch manager's name
 - 3 computers have been switched to Windows 10
 - ACTION: Jacquie to followup with development in Maitland
7. **Correspondence:** Thank you notes from Algonquin United Church for the donation of our old tables; Jacquie for the flowers and warm welcome back to the Board.

8. **Chairperson's Remarks:** June will be our last meeting before the summer break. At that time we will divvy up jobs for fundraising in the fall.
9. **Treasurer's Report:**
- Now at 33% of the fiscal year and operating revenue is at 40.75%, much of this due to schoolhouse rentals. Running a surplus at the moment.
 - ACTION: Daphne to check line 39, does not seem correct.
 - Report accepted (Moved: Daphne/Jacquie, CARRIED)
10. **Council Representative's Remarks:** Township has put in an order for roadside signage. Our request is not included at this point, but it will be requested. Township also supports the library installing an electronic sign.
- ACTION: Angie to discuss with Adrien what signage we need, total number and locations.
11. **CEO Report**
- Circulation is up, Overdrive shows good usage, museum passes are going well
 - ACTION: create a cleanliness standards sheet for rental groups to make sure the classroom is left in good order following rentals. Add to the agreement that a charge will be applied if the room is left a mess. Angie to update and distribute for next meeting.
 - YA is now interfiled with adult fiction, weeding has been completed
 - Lunch & Learn workshops continue to be popular and will be held in the spring and fall (to avoid winter weather)
12. **Committee Reports**
- a. **Building:** books have been removed from YA room, Angie's contact will do the painting in the 'new' office, Gary & Jack will get the walls prepped and the room wired for office space.
 - b. **Finance:** See Treasurer's Report
 - c. **Fundraising:** Will discuss more at June meeting
 - d. **Personnel:** Many applications for Clerk position have been received, work schedule that fits well with both Librarians has been created, interviews will begin next week and contract will begin on June 6
 - ACTION: Adrien to talk to township about creating/supplying a contract for Library Clerk, need ASAP
 - ACTION: Amy to send sample interview questions & rubric to Board to assist in creating useful questions for the Clerk interviews
 - e. **Policy & Planning:** No Report
 - f. **Public Relations:** Classes have wrapped up for the season and have been well-received and a wait-list has already been started
 - ACTION: Send Public Programming ideas to Angie for inclusion in fall programming schedule
 - g. **Strategic Planning:** Draft Marketing Plan (Including Social Media Plan & Policy) is under development by Amy & Fran. Will be presented for comment at June meeting and implemented in September
 - h. **Technology:** Website will be migrated to Wordpress to make updating easier, all computers to be updated to Windows 10 by the summer

13. **Other Business:**

- a. **Trustees Meeting:** Jack attended on behalf of the library. Found our situation to be similar to many other Southern Ontario libraries. Brought forth a couple of ideas shared at the round table that can be used at our branch.
- b. **Scanning Inventory & Local History Collections:** Will weed regularly and inventory every 5 years.

14. **Next Meeting:** June 14, 2016 at 7:00 pm, in the schoolhouse

15. **Adjournment** (Moved: Gary/Jacque) that the meeting be adjourned at 8:55 pm. CARRIED

Chair _____

Secretary _____