



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

Minutes of Library Board Meeting: November 8, 2016

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

Regrets: None

Staff: Angie Knights

1. **Call to Order** at 7:00 pm
2. **Approval of Agenda** (Moved: Jacquie/Margaret, CARRIED)
3. **Declaration of any conflict of interest:** None
4. **Delegations:** None
5. **Acceptance of Previous Minutes:** (Moved: Daphne/ Jacquie, CARRIED)
6. **Business arising from the minutes**
 - Fund raising Date to be changed to October 21 from November date
 - Township Library signs are not done
 - Township is on to the second round of signs
 - Township does know what signs we want
 - We require a big double sided sign at Library facing North & South
 - Workroom shelves have been secured to the wall
 - We need to pass a bylaw saying we will be using the Townships AODA bylaw
 - We must have a statement in Library Bylaws to this effect.
 - We must have a form for complaints and rules for complaint follow up.
 - This AODA item is carried over to next meeting
 - Burchell Fencing handrails not yet completed. Action carried over to next meeting
 - Volunteer night went very well
 - Reading chairs item to be carried over to next meeting
 - Action Item: Library CEO requires more time to complete tasks..
 - *Action Item* :New Library Membership Fee carried over from Treasurers report
 - *Carried over action* on how to use donated 150 Larry Sherman prints.
7. **Correspondence:**
 - MPAC letter advising that current Property assessment is \$500050.00

- Letter from summer visitor expressing thanks to Library Staff esp. Linda Parrot for assistance last summer in accessing Bisseltown history for family documentation. Included in letter was donation to the Library for \$1000.00.
- Action Item: a letter to be sent giving thanks for the gift and note to say what the Library would do with the money. Probably put towards Family Search Software.

8. **Chairperson's Remarks:**

- Silent auction was good.
- Next meeting to be at 8274 Klitbo Road December 13, 2016

9. **Council Representative's Remarks:**

- Do not know when the bridge work will be completed and the road opened
- Contract negotiations with Union Staff has a tentative agreement and waiting for approval.
- Action Item: Library Board need to see the agreement so the Library board can approve and use the information in Budget process. Gary to Contact Ray

10. **Treasurer's Report:**

- Grass cutting expenditures need to be checked
- 83% of year completed
- Revenues are down but donations are up
- Programming expense is off as Little Rays expenses not included in that line
- Mileage has yet to be submitted
- Electricity is over the budgeted amount
- Phone is over the budgeted amount
- Repairs are over the budgeted amount. Furnace was not properly set up in original installation. To bring the area up to code cost \$2400.00
- In the past Library has not been allowed to keep a reserve for the unexpected expenses
- Action Item: Gary to contact Ray to see if this can be changed
- Library needs to budget money for future HVAC replacement
- **Acceptance of Report** moved by (Daphne/ Jacquie, CARRIED)
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11. **CEO Report**

- Circulation is down and most likely due to road closure
- Little Rays had 56 people attend the event
- Dropping World Book
- Action Item Angie to call re Insurance information for Provincial Library Grant
- Volunteer Appreciation Night was successful
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12. **Committee Reports**

- **Building:** Gary changed many bulbs to LED and reduced the number of florescent bulbs in holders to attempt to reduce Hydro Bill.
- Staff find the slightly lower amount of light okay to work with.
- Still waiting for Hydro Assessment.

- Gary has talked to Electrical Companies about the outside Lights changing the Lights to lower Hydro usage bulbs.
- Suggest using some donation money to upgrade the Lights to lower usage bulbs
- *Action Item:* Going to put Daylight Fluorescents' in main library and Soft light bulbs in offices.
- Thank you Gary
- **Finance:** See Treasurer's Report.
- Commencing the formation of next years budget **Action Item:** Gary to have Draft Budget for next meeting
- Received \$133.00 from LEVAC for propane

- **Fundraising:** Silent Auction
- *Action Item:* Daphne: letters of thank you are to go out
- Tentative funds from Silent Auction are around \$2300.00
- Many reasons for lower revenue
- *Action Item* for next meeting: Consider changing from Silent Auction to ?
- Thank You Daphne
- **Personnel:** Angie & Linda have vacation time to be used before year end.
- Library to be Closed December 25 and 25 and December 31.
- Library to be open December 27 to 29. Livi to cover the open hours.
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- **Policy & Planning:** Policy planning and accessibility review carried over to next meeting
- **Public Relations:** Livi to track the Likes & popular posts on facebook and provide this information on a monthly basis. Angie will discuss this new task with Livi
- *Action Item:* Gary to draw up a plan for December for Vender booths advertising
- **Strategic Planning:** Media Plan is still in draft form and has yet to be approved
- Note: Times for advertising for Electronic Social Media and Print are different and should be noted in the plan
- All members received the plan for review
- Acceptance of Media Plan (Amy/Daphne CARRIED)
- **Technology:** Gary, the new WEB page is almost ready to be implemented

13. **Other Business:**

- a) **Scanning of Local History Collection.**
- b) Scanning of local History will continue so there will be a Digital copy for public access
- c) *Action item:* Gary to train two volunteer students in the new year for this function.

14. **Next Meeting:** December 13, 2016 at 7:00 pm, at 8274 Klitbo Road

15. **Adjournment** (Moved: Jacquie/Margaret) that the meeting be adjourned. CARRIED

Chair ___Fran Wright_____

Secretary _Jack Tennant_____