



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

---

**Minutes of Library Board Meeting: December 13, 2016**

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

**Regrets:** Margaret Buckler

**Staff:** Angie Knights

---

1. **Call to Order** at 7:15 pm
2. **Approval of Agenda** Add local small businesses to PR, Jack will address trustee meeting in Other, Daphne will comment on insurance under Building and Property (Moved: Adrian/Jack, CARRIED)
3. **Declaration of any conflict of interest:** None
4. **Delegations:** None
5. **Acceptance of Previous Minutes:** Correction to the holiday open/closed dates made(Moved: Jacquie/Jack, CARRIED)
6. **Business arising from the minutes**
  - AODA signage will be discussed this meeting
  - Still awaiting information from Burchill so now on hold until spring
  - REPEAT CARRYOVER: Chairs for schoolhouse
  - Art prints may be used for volunteer appreciation/fundraising, ACTION: Angie to send thank you to Larry for the donation
  - Silent auction wrapped up
7. **Correspondence:** ACTION: a board member requests a leave of absence, to vote on in January
  - Received thank you letters
  - Money from Ontario Library Capacity fund has been received and will be used on tech
8. **Chairperson's Remarks:** Merry Christmas to all and looking forward to a new year. 2016 has been a good year. Thank you to everyone (board, staff, volunteers) for all their work.

9. **Council Representative's Remarks:** Budget process is underway, suggest that we include the furnace maintenance in our budget (i.e. a reserve account for repairs/replacement).  
ACTION: Angie to send costing information to Gary

10. **Treasurer's Report:**

- Now at 94% of the fiscal with everything looking good and new budget under review (Moved: Daphne/JacquieGary, CARRIED)

11. **CEO Report**

- Higher than normal circulation noted on event days (especially silent auction). To keep this in mind when planning events.
- Aquatarium pass wait list has finally been worked through.

12. **Committee Reports**

- Building:** tube lighting and exterior lights have been upgraded for efficiency, sensor light still to be installed. Hydro rep commended us on the steps that we are taking – only other suggestion he had was to replace the emergency exit lights. All staff and volunteers should get into the habit of turning off lights in areas that are not in use. Daphne noted that our insurance coverage has a lower liability than reasonable. She will request the change to be made with the Township as we are under their policy.
  - MOTION: (made by Gary) to increase the hall rental fees on February 1, 2017 to \$40 for individuals, \$70 for businesses (Jack/Daphne, CARRIED)
  - ACTION: Angie to get a quote for handrails over bridge
- Finance:** Draft budget keeps in line with previous years. Awaiting some info from the Township (cost of living/collective bargaining increases). No word received on the connectivity grant for this year. Increase has been made to cleaning budget. For additional information, see presented report. This will be brought forward to Council on Friday with a 1.7 - 1.8% proposed increase over last year.
- Fundraising:** CARRYOVER ACTION: Signage discussion will move to next month, Angie to follow-up with supplier
- Personnel:** None
- Policy & Planning:** CARRYOVER DISCUSSION: AODA, Ontarians with Disabilities Grant (applications due in March)
- Public Relations:** Corwin to undertake much of this. Some training will be required.
  - Small businesses will be invited to set up booths in the schoolhouse on Thursdays from 1-5. This initiative will begin in January and businesses must book 2 weeks in advance
- Strategic Planning:** None
- Technology:** None

13. **Other Business:**

- CARRYOVER DISCUSSION: Trustees meeting report to be tabled at January meeting

14. **Next Meeting:** January 10, 2017 at 7:00 pm, in the schoolhouse

- (NOTE: Amy will not be available, will need someone to record minutes)

15. **Adjournment** (Moved: Jacquie/Jack) that the meeting be adjourned at 9:06 pm. CARRIED

Chair \_\_\_\_\_

Secretary \_\_\_\_\_