



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

Minutes of Library Board Meeting: January 21, 2017

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

Regrets: Jacquie Kelly, Amy Mackie (Secretary),

Staff: Angie Knights

1. **Call to Order** 7:04 PM
2. **Election of Officers:** Angie Knights CEO took over the meeting for election of officers. Fran Wright re-elected Chairperson of the Augusta Library Board, Jack Tennant elected Vice Chairperson of the Library Board, Daphne Smith re-elected Treasurer Augusta Library Board, Amy Mackie re-elected Secretary Augusta Library Board.
3. **Approval of Agenda:** Additions to new business include Committee reviews, Web redesign Project, (Moved: Gary/Marg CARRIED)
4. **Declaration of Conflict of Interest,** Gary Thornhill, & Daphne Smith regarding Web Design Project.
5. **Delegations:** None
6. **Acceptance of Previous Minutes:** (moved by Adrian/Daphne CARRIED)
7. **Business Arising from minutes:**
 - new comfort chairs for the conference room have arrived
 - AODA document will be completed
 - Hall rental information with new pricing for February 1 is now up on the WEB site
8. **Correspondence:** Letter has been sent to Antique Wheels in Motion, received a letter about torn flags on Flag post. Flags had already been purchased and new flags are now flying.
9. **Chair Person's Remarks:** The board requires more members to assist in Library Board duties. Chairperson will send a letter to the Township requesting notices to be posted by township asking for more volunteers for the Library Board, with emphasis on skills in Fund Raising and Public Relations.

10. **Council Representative's Remarks:** Adrian indicated council budget talks are moving along. A lot of money is targeted for the Fire Department re-build, so not likely any new money for Library. Contract negotiations with staff are almost completed
11. **Treasurer's Report:** Overall expenditures are about 90% of the approved 2016 Budget. Some areas were over and other areas under budget. Surplus is \$2,749.00. Report accepted (Moved by Daphne/Adrian, CARRIED)
12. **Chief Executive Officers Report:** 6 new members in December, all attendees at St. John's First Aid course passed. Old Fridge broke down and Gary purchased a new Fridge.
13. **Committee Reports:** reviewing the committees and changing contact board members for committee. Building & Property committee first contact is now Jack Tennant, Finance committee will remain with Daphne Smith first contact, Fund Raising Committee will now be Adrian Wynands, Personnel to remain with Daphne Smith, Policy & Planning will now be Fran Wright, Public Relations will remain with Fran Wright, Strategic Planning will be Amy Mackie, Technology will remain with Gay Thornhill.
 - a. **Building & Property: Action:** Handrails to be carried over
 - b. **Finance:** Council has agreed to building a reserve fund for capital items
Council is considering the best method for the process.
 - c. **Fund Raise:** Suggestion was made to consider a dance to raise Funds.
For next meeting members urged to bring new ideas.
 - d. **Policy & Planning:** AODA document (Moved Fran/Gary). Note, must be reviewed every 5 years. The Augusta Township policy on Accessibility adopted for accessible customer service policy for Library and written into Library policy.
 - e. **Public Relations: Action:** Carry over Seniors Grant, Action Plan for 150th anniversary to be carried over.
 - f. **Strategic Planning:** Small business promotion poster now ready & up on WEB Site. Gary will be setting up for Google adds as Google gives \$10,000 in free advertising. Will also get free adds in the R&T for small business and Prescott Journal Web page. Start date for Small Business Thursdays afternoons is March 1 2017. Adrian to look into adds for this event to be put on Township sign & North Augusta Electronic sign
 - a. **Technology:** New Web page all set up and running. Place for Tech Boomers Training posted on Web site. No to new laptop as current units not used enough. Parks & Rec committee of Township asked Library to post their survey on Library Web site and it will be posted when ready. Would like to publish all Public activities on Library web site. **Action:** Adrian to get Don to send us all the REC committee contacts so Library get in touch and help them advertise events.
Requirement to purchase New NAS (network attached storage) Gary looking into this item. Some ideas for fund money is to purchase a new computer for the Finance Committee work.
Motion to approve paying Gary Thornhill \$642.72 for WEB development expenses (moved by Adrian/Fran CARRIED)

14. **Other Business: Motion** to approve production of and placement of One Large Library Sign on Library property on roadside in front of Library for \$950.00 (moved by Gary/Fran CARRIED)
SOLS report for November meeting in Perth submitted by Jack.
15. **Next Meeting:** discussed and agreed upon this evening, the **February 28th** meeting is changed to **Monday, March 6th** in order to have enough members present to meet quorum. This will mean 2 meetings in March as the next one is scheduled for March 21st. We need to do this to meet the requirements of 10 meetings per year and still have July and August off.
New meetings will now be held the **3rd Tuesday** of each month starting March 21st.
16. **Adjournment.** Meeting adjourned.