



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

Minutes of Library Board Meeting:

June 20, 2017

Attendance: Fran Wright (Chair), Jack Tennant (Vice-Chair), Daphne Thornhill (Treasurer), Amy Mackie (Secretary), Michelle Nel, Margaret Buckler

Staff: Angie Knights

Regrets: Gary Thornhill, Adrian Wynands (Council Rep)

1. Call to order: 7:02
2. Approval of Agenda (Jack/Margaret CARRIED)
3. Conflict of Interest: None
4. Delegations: None
5. Minutes of Preceding Meeting (Jack/Michelle CARRIED)
6. Review of Action Items:
 - Exterior light on too much (Action: Angie to contact 401 Electric)
 - Windows in schoolhouse to be discussed later
 - No response from Twp re: well head. Will see if it can be done when garbage is picked up (Carryover Action: Angie to followup)
 - Nothing has been received re: contract (Carryover Action: Adrian to look into)
 - Still awaiting reports from Twp re: monthly reports (treasurer's request), Daphne did look into the mileage numbers.
7. Correspondence: Thank you card from Jacquie, \$20 donation to the library
8. Chairperson's Remarks: Fran shared a photo of a 'Little Lending Library' the board will explore the idea (Public Relations/Outreach) in 2018
9. Council Representative's Remarks: n/a
10. Treasurer's Report: now at 46% of the fiscal year and following as forecasted (Daphne/Jack, CARRIED)
11. CEO's Report: note: our hydro bill is showing reductions thanks to the efficiency steps that we took last year. We are down from 51 KwH/day to 35. Excellent news. Report accepted as submitted. Action: Jack to install reflectors on new railings.

12. Committee Reports:

- a. Building & Property: Jack has repaired the ladies toilet following a leak in May
 - o Schoolhouse windows need attention. Repairing and painting is needed. Jack will look into possible options (hiring out, Day of Caring, etc). Action: Jack to report back on window decision. Furthermore, we will look into changing the storm windows from glass to Lexan. Action: Jack to find measurements and Amy to see what cost would be with her contact.
 - b. Finance: None
 - c. Fundraising: more discussion needed ASAP. Action: Angie to get together letters to donors for Silent Auction items. Action: Adrian to email subcommittee members and work on planning during the summer
 - d. Personnel: None
 - e. Policy & Planning: work will begin in the fall. Action: Amy to add to September meeting agenda/workplan
 - f. Public Relations: Event for Canada150 will be held on September 16. Action: Angie to contact Woodlands to book and Historical Society re: printing
 - g. Strategic Planning: none
 - h. Technology: scanning project is on hold until issues of copyright are resolved.
Action: Amy to send temporary receipt form to Angie for reference
13. Spring Trustees Meeting: interesting gathering. Special mention was made re: pay equity and highlighted the importance of strong and up-to-date policies
14. Next meeting: September 19, 2017
15. Adjourned at 8:30 pm (Jack/Michelle, CARRIED)

List of Action Items:

- Angie to contact 401 Electric re: exterior light
- Angie to followup re: well check (Carryover)
- Adrian to look into contract (Carryover)
- Jack to install reflectors on new railings
- Jack to report back on window decision
- Jack to find measurements and Amy to see what cost would be with her contact
- Angie to get together letters to donors for Silent Auction items.
- Adrian to email subcommittee members and work on dance planning during the summer
- Amy to add polict discussion to September meeting agenda/workplan
- Amy to send temporary receipt form to Angie for reference
- Angie to contact Woodlands to book and Historical Society re: printing

Chair _____

Secretary _____