



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

Minutes of Library Board Meeting:

September 19, 2017

Attendance: Fran Wright (Chair), Jack Tennant (Vice-Chair), Daphne Thornhill (Treasurer), Amy Mackie (Secretary), Gary Thornhill

Council Rep: Adrian Wynands

Staff: Angie Knights

Regrets: Michelle Nel, Margaret Buckler, Jacquie Kelly

1. Call to order: 7:10
2. Approval of Agenda slight rearrangements to include items in new business to more relevant categories. (CARRIED)
3. Conflict of Interest: None
4. Delegations: None
5. Minutes of Preceding Meeting (Daphne/Gary CARRIED)
6. Review of Action Items:
 - Angie to contact 401 Electric re: exterior light COMPLETED
 - Angie to followup re: well check (Carryover, Adrian will follow up)
 - Adrian to look into contract (Carryover)
 - Jack to install reflectors on new railings (Carryover)
 - Jack to report back on window decision (Ongoing, windows will be repaired)
 - Jack to find measurements and Amy to see what cost would be with her contact (N/A)
 - Angie to get together letters to donors for Silent Auction items COMPLETED
 - Adrian to email subcommittee members and work on dance planning during the summer COMPLETED
 - Amy to add policy discussion to September meeting agenda/workplan (Discussion carried over until October)
 - Amy to send temporary receipt form to Angie for reference COMPLETED
 - Angie to contact Woodlands to book and Historical Society re: printing COMPLETED

7. Correspondence: Thank you received from a patron for the installation of new handrails.
8. Chairperson's Remarks: Jacquie is officially stepping down from Library Board. Board will recognise her at Volunteer Appreciation event.
9. Council Representative's Remarks: noted changes in council (new councillor) and that things continue to move forward.
10. Treasurer's Report: now at 67% of the fiscal year and following as forecasted, some adjustments will need to be made to 2015 due to GST rebate, numbers not entirely up-to-date due to information missing from Township (Daphne/Jack, CARRIED)
11. CEO's Report: 33 new library members added and good numbers seen for the new Tuesday Talks.
12. Committee Reports:
 - a. Building & Property:
 - Work will be undertaken to address the sinking interlocking stones
 - Storm window repairs are ongoing
 - b. Finance: Action: All board members to read circulated auditors' statement for discussion at October meeting
 - c. Fundraising:
 - New Grant Station software available to help organisations find grant to apply to – cost is \$90. We will purchase this for library use.
 - Dance tickets (print 200) and posters ready to go, premade platters will be purchased. Tickets will be available for purchase at different locations. Committee will be having another meeting to address advertising. Looking for more items for silent auction.
 - d. Personnel: None
 - e. Policy & Planning: Action: Amy to add to September meeting agenda/workplan
 - f. Public Relations:
 - Tiny Library outreach is proceeding. High school students will build. Michelle to report back at next meeting.
 - Canada150 event went well. Final report to be submitted
 - g. Strategic Planning: nice new sign. Action: Adrian to look into wayfinding signs with township.
 - h. Technology:
 - Need to get people trained on scanning project. Angie will contact volunteers for this.
 - Connectivity Grant is available again. Contact has been made, \$3000 available for 'improving library digital services'. Angie and Gary will report (Action: Amy add to agenda)
13. New Business:
 - a. Volunteer Appreciation Event October 17. Emails will be circulated for assistance.
 - b. Little Rays will be October 7 and invites/advertising will be done in advance

- c. Possible new board member will need to write directly to township attention Ray.
Amy will follow up with prospective member, Action: Angie to inform township that contact will be made.

14. Next meeting: October 24, 2017

15. Adjourned at 8:45 pm (Gary/Jack CARRIED)

List of Action Items:

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- Amy to add policy discussion to September meeting agenda/workplan (Discussion carried over until October)
- Adrian to look into contract (Carryover)
- Jack to install reflectors on new railings (Carryover)
- Jack to report back on window decision (Ongoing, windows will be repaired)
- Amy to add to October meeting agenda/workplan
- Adrian to look into wayfinding signs with township.
- Amy add Connectivity Grant to agenda
- Angie to inform township that contact will be made by a prospective board member

Chair _____

Secretary _____