



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

Minutes of Library Board Meeting:

December 19, 2017

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

Guest: Bill Buckler

Council Rep: Adrian Wynands

Staff: Angie Knights CEO Library

Regrets: Michelle Nel

1. Call to order: 7:04 at Fran's Home
2. Approval of Agenda (Jack/Daphne CARRIED)
3. Conflict of Interest: None
4. Delegations: None
5. Minutes of Preceding Meeting (Jack/Daphne CARRIED)
6. Review of Action Items:
 - well check Carried to next meeting
 - Wiltse's Doors & Windows came out and checked Auto door opening switches and needed to order parts. Follow-up required as not fixed. If unable to fix check to see about new switches or check with another contractor
 - Budget presentation has been completed. Waiting to hear about the request to set up a reserve fund for capital expenses.
 - Planning Day completed. Dates for events need to be finalized. Some items to continue and some events were changed.
 - Audit report has been completed.
 - Gary has been testing the internet speed regularly & will continue to follow up. Printer issues still on-going. Angie to contact Mandrin Tech support to look into speed issues.
7. Correspondence: None
8. Chairperson's Remarks: Merry Christmas and Happy New Year. Thank You and Goodbye to Amy and Michelle.

Moved into In Camera Discussion, to discuss the 4 applications for new Board members. (Moved by Fran/Jack Carried) Decision to only accept 3 new member applications, to cover Programming and fund raising events. (Rise & Report Daphne/Marg carried)

Note; New volunteer recruitment needs to take place. Angie to coordinate.

9. Council Representative's Remarks: Lots of discussion re the fire station proposals.
10. Treasurer's Report:: 96% of Fiscal year completed. Report has been updated and all items are up to date. Income is slightly up from predictions. Most items are following quite closely to budget. (Moved Daphne/Jack carried)
11. CEO's Report: Angie will be absent for medical reasons for part of January. Circulation is up. SOLS deadline for Library Survey has been extended for 2018. This survey is must for Funding. Every year the Funding amount is always a problem because Libraries are never just sure what they will get in Funding. Suggestion is to speak to local MPP to see if anything can be done about getting a more permeant idea of the Funds that will be available for Libraries in a timely manner.
12. Committee Reports:
 - a. Building & Property: Repair of Automated opening buttons for door are pending. There was a leak along the rear west wall of Library. A temporary repair was made but in the Spring a permeant solution will have to be made. Jack - Property Committee
 - b. Finance: no more to report
 - c. Spring Dance committee will need to start planning in January.
 - d. Personnel: Wages have been adjusted as per provincial increase.
 - e. Policy & Planning: January meeting Board members must read Personnel by laws and be prepared to discuss the first 18 by-laws. Some phasing in of AOD accommodation will be required.
 - f. Public Relations: . No new info. Township is investigating best means of advertising Township information to the Public.
 - g. Strategic Planning. Plans for 2018 will including implementing the Media Plan for New Events planned by the Library.
 - h. Technology:
 - o Microsoft Automatic Windows 10 updates are taking a long time and are not always getting completed before automatic lock down of the system is implemented. Tech subcommittee will look into the issue..
 - o Gary to look into getting the Internet dish repointed
 - o Network problems slow system Problems with Library book returns and sign outs
13. New Business: None
14. Next meeting: January 30 at 7:00 PM at Library
15. Adjourned (Jack/Marg CARRIED)

List of Action Items:

Adrian/Angie: Well check

Jack: Wheel Chair access buttons to be repaired by Wiltse's

Gary to look into getting the Internet dish repointed

Spring Dance

Windows Updates

Book returns/sign in/out problem

Chair _____

Secretary _____