A U G U S T A   T O W N S H I P   P U B L I C   L I B R A R Y
Enhancing our Community through Learning, Leisure and Literacy

Minutes of Library Board Meeting: April 17, 2018

Present: Daphne Smith (Treasurer), Adrian Wynands (Council Rep), Jack Tennant (Vice Chair), Gary Thornhill, Anne Barabash, Cheryl McCorkell
Regrets: Fran Wright
Staff: Angie Knights

1. **Call to Order** at 7:05 pm

2. **Approval of Agenda** (Moved: Gary/Daphne, CARRIED)

3. **Declaration of any conflict of interest:** None

4. **Delegations:** None

5. **Acceptance of Previous Minutes** (Moved: Jack/Gary, CARRIED)

6. **Business arising from the minutes**
   - Well Check
   - Access Buttons Signs to be installed
   - Down spout to be repaired Parts have arrived
   - Shelving unit in Kitchen still requires checking
   - Museum passes have been returned
   - Computer night information sessions still being considered
   - Service Plaques are done
   - Policy on closings and working alone to be tabled to May
   - Staff evaluations still to be done, tabled to May

7. **Correspondence:** Letter from Ministry re the ILDS final report

8. **Chairperson's Remarks:** None

9. **Council Representative's Remarks:** Township may cover the cost for the replacement of the porch door. No restrictions on window in the door. Township has hired an Integrity Commissioner and township. Township will do Integrity training. A Code of Conduct will be created. All Township boards are to have an Integrity Commissioner. Library Board can use the Township IC.

10. **Treasurer's Report**:
   - Now at 29% of the fiscal year
   - Propane charges maybe higher than budget projection
   - Snow removal bill has not been received
   - Township grant has not been received
   - Move by Daphne/Adrian Carried
11. **CEO Report**
   - Numbers are down due mostly to the weather
   - 12 new members signed up
   - Good turn out for the March Break Programs
   - Stinson called to set up Furnace cleaning
   - Internet is now working fine
   - Ordered new Wrist protection mouse pads for Linda and Angie
   - Developing Crafts for the Summer Program
     Brockville Fire Protection Service checked the Fire extinguishers

12. **Committee Reports**
   a. **Building:** received estimates for the Project on replacement of the front porch door HOMEDEPOT $1770.00 for steel door with crash bar and no window and we have to install – Seaways Doors do not do these type of doors, HOMEHARDWARE $1080 with hole for window, we have to install window and we do door installation, WILTSE'S $2214.80 includes, new crash bar, double hung window with screen and installation Decision for Project to be made at May meeting. Adrian agreed to take the estimate to Township, Front porch Downspout parts have arrived and will be installed.
   b. **Finance:** none
   c. **Fundraising:** May 26 Yard Sale (Rain or Shine). Will accept items One (1) week before
   d. **Personnel:** New Policy's not completed. Tabled to next month
   e. **Policy & Planning:** Shelving unit sidebars now installed
   f. **Collections Policy:**
      Reviewed Policy items 13 to 23. No changes made to existing Policy
   g. **Strategic Planning:** Plan to review Policy at the June Board Meeting. Check what has been accomplished and what has yet to be done.
   h. **Technology:** Library computers overhauled and software reloaded. Corrupted files removed. A subscribers list needs to be updated and sent to Gary.

13. **Other Business:**
      An Integrity Commissioner has been hired by the Township. All Boards under the Township must have and Integrity Commissioner. Library to consider using the Township IC.
      SOLS Spring Trustee Meeting Report.
         High lights, SOLS to send out New Library Orientations Kits, Policy on Libraries and Elections, SOLS has a new CEO recruitment guide on its Website. OFL to concentrate on assisting Indigenous and Rural Libraries this

year. Some discussion at meeting on Libraries that have had good success with on-line registrations.

Report submitted in writing, by JTennant.

14. **Next Meeting**: May 15 2018 at 7:00 pm Augusta Library

15. **Adjournment** (Moved: Gary/Adrien) that the meeting be adjourned at 8:47 pm. CARRIED

Chair _____

Secretary _____