

**Township of Southgate  
Ruth P. Hargrave Memorial Library Board Meeting  
Minutes of June 1, 2017**

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In Attendance	Jenna DeWitt, CEO, Terry Da Silva, Councillor Barbara Dobreen, Charles Fernandes, David Hassall, Martin Shipston, Pat Stewart
Guest	
Absent	Deputy Mayor Norm Jack
cc:	Phyllis Litchy

**Call to Order:** The meeting was called to order at 6:00 p.m.

**Approval of Agenda:**

- Motion to approve the agenda. Moved Terry Da Silva by seconded by Martin Shipston **CARRIED**.

**Approval of Minutes \* from Previous Meeting:**

- Motion to approve the Minutes of the May 4th, 2017 meeting as amended (attached). Moved by Terry Da Silva seconded by Pat Stewart **CARRIED**.

**Business Arising:**

- Working Alone Policy - Follow-up from May 4<sup>th</sup> Meeting - The Board was provided a sample of a weekly schedule showing hours of operation and staffing where there is one vs more than one staff/volunteer member.
- A copy of the approved Working Alone Policy policy was provided to the Township CAO for information.
- Library logo - Update - CEO/Librarian is pursuing options on an outside logo provider as the original company is no longer available.

**New Business:**

- Youth Pilot Program: Engagement & Staff liaison
  - Library involvement with Parks & Rec Ontario and opportunities that will stem from that partnership. A meeting was held with the assigned mentor Jason Cranny to initiate discussions on the pilot program.
- Strategic Plan - Specific goal development - Members discussed specific targets that would move us toward achieving the strategic goals as outlined.

**Correspondence:** (none)

**Friends of the Library:**

- Jenna DeWitt reported that the Friends of the Library received a \$3,000 grant from Community Foundation of Grey Bruce that will be used to provide no fee/no barrier programming to engage all ages this summer.

**Financial Report:**

- May 2017 General Ledger report provided by the Southgate Treasurer was reviewed.

**Council News & Updates:**

- County Council resolved to provide \$2,000 to each of the lower tier municipalities to support their Canada 150 celebrations.
- Response was received from the Treasurer regarding the need to provide a copy of the May 4<sup>th</sup> unapproved minutes to the Township Auditors.
- Council enquired about agenda supporting documents. The financial data is not produced by the Library and is available through the Township reporting process. All other supporting documents are prepared in time for and presented at the meeting and included with the minutes once approved.

**CEO Report:**


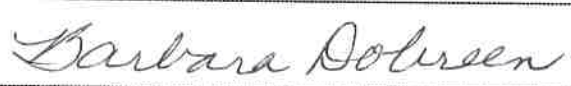
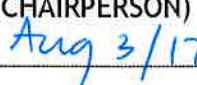
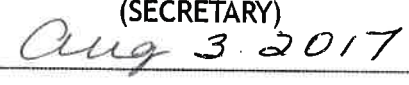
- CEO Report was presented (attached).
- A chart outlining e-material loaning trends was reviewed.

**Extra Time Allotment:**

- Program Evaluations for regular and special events was suggested.
- Alternative avenues for advertising and “getting the word out” through social media and word of mouth.

**Next Meeting:** August 3<sup>rd</sup>, 2017 - 6:00 p.m. There is no meeting in July 2017.

**Motion to Adjourn at 8:00 p.m.:** Moved by Terry Da Silva seconded by Pat Stewart **CARRIED.**

	
(CHAIRPERSON)	(SECRETARY)
Date: 	Date: 

\*Indicates signature required