

**Township of Southgate
Ruth P. Hargrave Memorial Library Board Meeting
Minutes of October 5, 2017**

In Attendance	Jenna DeWitt, CEO, Terry Da Silva, Councillor Barbara Dobreen, Charles Fernandes, David Hassall, Pat Stewart
Guest	
Absent with Notice	Deputy Mayor Norm Jack, Martin Shipston,
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 as amended (Closed Session). Moved by Terry Da Silva seconded by Pat Stewart **CARRIED**.

Approval of Minutes * from Previous Meetings:

- Motion to approve the Minutes of the September 7th, 2017 meeting of the Board (attached). Moved by Terry Da Silva seconded by Pat Stewart **CARRIED**.

Business Arising:

- Circulation Policy –
 - Direction was given to the CEO to develop a Fees & Charges Schedule to refer this and other policies to.
 - Members are to provide their comments regarding the Circulation Policy to the CEO by October 13th, 2017.
- Strategic Planning/Goals Survey results (as of September 30, 2017) – 97 respondents from internal patrons and through the website (attached).
- Management Meeting September 12th, 2017 summary
 - Capital Budget 10-year forecast – The \$50,000 was for internal renovations. The Board directed the CEO to convey to the Township staff meeting the Board's concerns that the \$50,000 renovation estimate in the Development Charges report is not believed to be realistic based on population projections and a realistic square foot cost estimate.
 - The Board directed the CEO to bring a report on Dundalk population growth and patron growth estimates for the next 10 years; the existing building footprint, current Library square footage and potential square footage available if expansion into EDO/OPP/Food Bank space.
- Logo follow up –
 - **Be it resolved** that the Board authorize the CEO to hire graphic designer Stacey Hill and is empowered to make the final decision regarding the logo design after consulting the Logo sub-committee. Moved by Pat Stewart seconded by David Hassall **CARRIED**
- Demographic Information from EDO was not available at this time.

New Business:

- Strategic Plan future initiatives – The actions for each of the short-term goals will be reviewed at the November 2nd meeting.

Correspondence: (none)

Friends of the Library Pat Stewart

- The Fall Bulb Sale raised approximately \$200
- Friends of the Library will be creating a program to recruit more members.

Financial Report:

- Financial Report to September 30, 2017 – a revised format will be available going forward and will include a Transfer from/to Reserve line.
- 2018 Operating Budget Overview – Not available at this time

Council News & Updates:

- Nothing to report relating to the Library at this time

CEO Report:



- The report for September 2017 was presented (attached)

Closed Session

- Motion to move into Closed Session at 8:07 p.m. with CEO Jenna DeWitt in attendance. Moved by David Hassall seconded by Terry Da Silva **CARRIED**
 - Motion to approve the minutes of the Closed Session of February 9, 2017. Moved by Pat Stewart Terry Da Silva **CARRIED**
 - Motion to approve the minutes of the Closed Session of April 6, 2017. Moved by David Hassall seconded by Pat Stewart **CARRIED**
 - Personal matters about an identifiable individual.
- Motion to rise from Closed Session and return to the regular meeting of the Board at 8:20 p.m. Moved by Terry Da Silva, seconded by Pat Stewart **CARRIED**

Next Meeting: November 2, 2017 6:00 p.m.

Motion to Adjourn at 8:20 p.m.: Moved by Terry Da Silva seconded by David Hassall **CARRIED.**

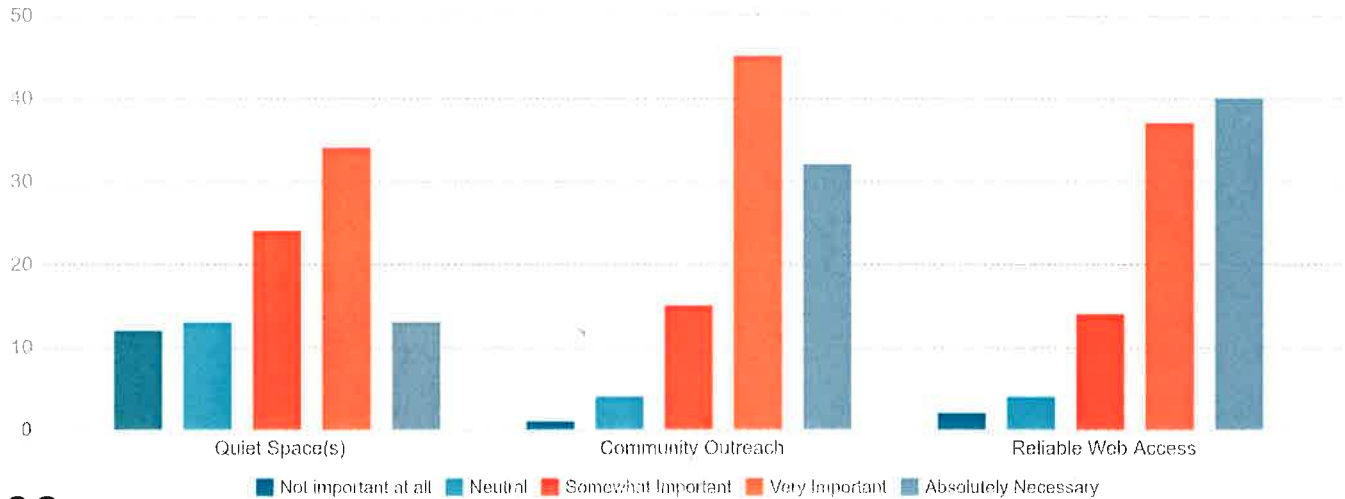
 VICE (CHAIRPERSON)	 (SECRETARY)
Date: Nov 2, 2017	Date: Nov. 2 2017

*Indicates signature required



Strategic Planning Priorities SURVEY RESULTS 2017

Total Respondents: 91 Print, 6 Web



Comments

Love this place!

- Use cardholders' email addresses to further your agenda. If your agenda is to sell coffee, let everybody know how many coffees you want to sell and how many you've sold to date.

-The library schedule should be communicated via email, (email because email is today's language) every time the schedule is updated. I missed the "Backyard Chicken" seminar because I did not know anything about it.

Good Library

The Library is a wonderful place for the community. Great staff.

Great Library we enjoy the many activities made available.

Very nice Library 😊

I never was a library person until now I enjoy

Quiet study space would definitely be a premium, so that young people can have reasonable conversations, and those who need more silence don't get frustrated.

It is always good to see young people using the library.

This is one of my favourite places to be. The staff and volunteers have done a marvellous job of building and safe and comfortable place.

We love the library would love a few more all age (3) events

Ask people what do they enjoy and try to get those things. Ask them what books they like, try to get them in.

It is an exciting spot to be but always room for improvement

I think this library is doing an excellent job with all ages of visitors.

Always happy with Southgate Library service!

Keep up the good work!

Love our Library

Could we have movies on weekends too for "adults & all ages together"

Plus more promotion of our great library

It's doing well as it is.

New to the area and really enjoying activities/meeting new people, through the library for myself & my son.

All Staff are most friendly & helpful.

It is very difficult to get a computer in the evenings and I'm all for kids having fun by sometimes it can be really loud.

Quiet spaces already but the more the merrier ???

This is a very cozy quiet library and I like it that way.

This Library has lots of programs and courses that is important to so many in this community. Keep up the good work.

I am enjoying this facility immensely.

It's Good.

I think what this library has been doing ex. Lego club, knitting, card making, etc...is amazing - I love the programs that are offered to the community & I love that my son can go to a friendly, positive environment for social time! Thank you, thank you for all you people do! Dundalk was in need of this.

powered by



OCTOBER 5 2017

Statistics Report: September 2016

New Patrons: 20

Physical Materials Loaned: 1529

Total Programs: 20

Total Attendance to programs: 228

Computers Used: 365

Wi-Fi Used: 90

iPads Used: 97

e-Materials Loaned: 169

ILL Circulations: 67 received, 32 lent

Administrative tasks completed in the last 30 days:

- Research with CEOs regarding space requirements
- DRAFT Capital budget 10 year forecast submitted to Township
- Tech Grant monies received & expenditures planned

Administrative tasks to be completed in the next 30 days:

- Public Library Operating Grant
- Board Financial Report re-formatting with Treasurer
- Library Logo subcommittee meeting
- Budget meetings with Township

Statistics Report: September 2017

New Patrons: 17

Physical Materials Loaned: 1253

Total Programs: 20

Total Attendance to programs: 156

Computers Used: 533

Wi-Fi Used: 117

iPads Used: 101

e-Materials Loaned: 155

ILL Circulations: 35 received, 38 lent

Upcoming Programs and Events

- Homesteading series continues October 19 with honeybee seminar
- Paint nights going strong partnering with SEGCHC
- Future partnerships to include programming with SEGCHC staff

Collection Development Update

- Winter ordering to begin
- Upon budget approval Special Collection plan for growth (Development Charges)
 - Special Canadian Collection