

**Township of Southgate
Ruth P. Hargrave Memorial Library Board Meeting
Minutes of February 8, 2018**

In Attendance	Lacy Russell, Librarian/CEO, Terry Da Silva, Councillor Barbara Dobreen, Charles Fernandes, David Hassall, Martin Shipston, Pat Stewart
Guest	Dave Milliner, CAO
Absent with Notice	Deputy Mayor Norm Jack
cc:	

Call to Order: The meeting was called to order by the Chair at 6:07 p.m.

Approval of Agenda:

- Motion to approve the agenda as presented. Moved by Terry Da Silva seconded by Pat Stewart **CARRIED.**

Approval of Minutes * from Previous Meetings:

- Motion to approve the Minutes of the January 4th, 2018 meeting of the Board (attached). Moved by Martin Shipston seconded by Terry Da Silva **CARRIED.**

Business Arising:

- Welcome Librarian CEO – On behalf of the Board, Pat Stewart welcomed Lacy Russell to the Library.
- Update on logo design – the sub-committee will meet on February 28th at 3:00 p.m.
- Board Membership – An update on Deputy Mayor Jack as a member of the Library Board was provided. The Chair will consult the Library Act to clarify obligations regarding board membership.

New Business: (none)

Correspondence: (none)

Friends of the Library Pat Stewart

- The Friends met Tuesday January 30th. January and February is membership month; \$5/person or \$10/family. A letter will be going to Council in support of obtaining more information regarding the future of the Olde Town Hall.

Financial Report:

- A preliminary Financial Report for the period ending January 31, 2018 was reviewed.
- Budget Update – Public meeting was held February 7th. Copies of the Budget presentation was provided and reviewed.

Council News & Updates:

- Library Partnerships – ROMA Conference
- Councillor Woodbury has been appointed Southgate's alternate at County and Acting Deputy Mayor when Mr. Jack is unable to attend.
- Hwy 10 Bypass Public consultation meeting is scheduled for 6:00 p.m. on February 15th at the Frank Macintyre building.

Librarian/CEO Report



- The Librarian/CEO updated the Board on her and the Assistant Librarian's attendance at the Ontario Library Association Superconference. Praise was given to the Library staff and volunteers for their efforts in keeping the Library moving forward during the absence of a Librarian/CEO.
- Statistics for December 2017 and January 2018 was presented.

Extra Time Allotment

- The Movie License will expire February 28th due to the renewal fee no longer being funded through the Friends of the Library. The CEO will update the CAO on the current license fee and options regarding showing movies within and outside the Library.
- The Librarian/CEO is familiarizing herself with the Library process, the website and electronic storage and will update the Board at a future meeting.
- The question was raised regarding which months the Library Board will not meet in 2018 and a special meeting regarding Library expansion. The CEO will report to the Board at a future meeting

Next Meeting: March 1, 2018 at 6:00pm.

Motion to Adjourn at 7:19 p.m. Moved by Terry Da Silva seconded David Hassall **CARRIED.**

	
(CHAIRPERSON)	(SECRETARY)
Date: <i>March 1, 2018</i>	Date: <i>March 1, 2018</i>

*Indicates signature required

MARCH 1, 2018

Statistics Report: February 2017

New Patrons: 16

Physical Materials Loaned: 1173

Total Programs: 30

Total Attendance to programs: 271

Computers Used: 227

Wi-Fi Used: 38

iPads Used: 25

e-Materials Loaned: 208

ILL Circulations: 32 received; 17 requests

Administrative tasks completed in the last 30 days:

- Novelist Select is set up and connected to our catalogue
- YAC meeting
- Library Logo subcommittee meeting
- Spring program plan
- Researched movie licensing options and presented to the Friends of the Library for funding

Administrative tasks to be completed in the next 30 days:

- Finish reading through YAC toolkit and policies
- Complete an Annual Work Plan
- Begin Annual Report
- Implement World Book Online

Statistics Report: February 2018

New Patrons: 31

Physical Materials Loaned: 1237

Total Programs: 13

Total Attendance to programs: 104

Mill Room bookings 5; attendance 47

Computers Used: 298

Wi-Fi Used: 126

iPads Used: 46

e-Materials Loaned: 171

ILL Circulations: 57 received; 14 requests

Library Visits: 1206

Upcoming Programs and Events

- Ongoing ukulele lessons, class visits, and lego club
- Paint night
- March Break programs
- Easter craft for kids
- Spring Renewal Programs

Collection Development Update

- Spring bestseller book orders are underway
- Attended Dewey Divas and Dudes presentation on upcoming book releases