

**Township of Southgate  
Ruth P. Hargrave Memorial Library Board Meeting  
Minutes of January 4, 2018**

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In Attendance	Phyllis Lichty - Acting Librarian, 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 6:05 p.m.

**Approval of Agenda:**

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

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

- Motion to approve the Minutes of the December 13th, 2017 meeting of the Board (attached) Moved by David Hassall seconded by Terry Da Silva **CARRIED.**

**Business Arising:**

- Update on logo design. The logo designer submitted 3 logos for consideration. The logo sub-committee will meet with the Assistant Librarian to bring forward a recommendation to the Board at a future meeting.

**New Business:**

- Library/CEO Recruitment update. The recruitment committee went through 2 rounds of interviews and have selected a candidate. Reference checks are being conducted and an offer will be presented. A recommendation will go to Council on January 17<sup>th</sup>, 2018 with the hope that the candidate will be on board by the end of January.
  - Be it resolved that the Board supports the recommendation of the hiring committee as it relates to the hiring of a Librarian/CEO. Moved by Martin Shipston seconded by Pat Stewart **CARRIED**

**Correspondence:** (none)

**Friends of the Library** Pat Stewart

- No December meeting. Bake sale profit \$205.55 and book sale \$45.

**Financial Report:**

- Staff Report LIB 2018-001 – Library 2018 Capital Budget Request – this report will be presented to Council for their consideration at the next budget review meeting.
- A sample Library Labour Report was presented for consideration. It will be provided to the new Librarian/CEO at the first Executive Management meeting for discussion.

**Council News & Updates:**


- Committee of the Whole will meet January 10<sup>th</sup> for the next step in the budget review process.
- Youth Action Committee held a Movie/Skate event at the Dundalk arena on January 4<sup>th</sup>. It was well attended a lot of fun!
- Kids 'N Us early on program are looking to expand their 0-6 years program to 5 days per week at the Olde Town Hall.

**Extra Time Allotment**

- > Membership of the Library board was discussed. The Board requested an update on the status of Deputy Mayor Jack as it relates to the vacant seat on the Library board.
- > Board member compliment will be a point for discussion at the next Library board meeting.

**Next Meeting:** February 1, 2018 at 6:00 p.m.

**Motion to Adjourn at 6:51 p.m.** Moved by Terry Da Silva , seconded Pat Stewart **CARRIED.**

<i>Charles</i> 	<i>Barbara DeBreen</i>
(CHAIRPERSON)	(SECRETARY)
Date: <i>Feb. 8 /18</i>	Date: <i>Feb 8 2018</i>

\*Indicates signature required