

**Township of Southgate  
Ruth P. Hargrave Memorial Library Board Meeting  
Minutes of March 1, 2018**

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

**Call to Order:** The meeting was called to order by the Chair at 6:02 p.m.

**Confirmation of Agenda:**

**Be it resolved that the Board confirm the agenda as presented.**

Moved by Terry Da Silva, seconded by Martin Shipston **CARRIED.**

**Adoption of Minutes \*:**

Minutes from the February 8, 2018 Library Board Meeting

**Be it resolved** that the Committee approve the minutes from the February 8, 2018 Library Board meeting as presented. Moved by Terry Da Silva, seconded by Pat Stewart **CARRIED.**

**Business Arising:**

- A. Update on logo design - The Logo sub-committee met on February 28<sup>th</sup>. The sub-committee recommended that the CEO go back to the designer with more direction for the 2<sup>nd</sup> round of revisions.
- B. Board membership – Southern Ontario Library Services (SOLS) confirmed that as long as the Board is functioning it was not necessary to fill a vacant position and that the medical leave of Deputy Mayor Jack could be extended. The Board agreed by consensus that the leave of absence be extended for Deputy Mayor Jack and that he is welcome to attend as his health permits.
- C. Movie licensing – SOLS has a purchasing consortium in which Libraries could receive a 45% discount on movie licensing. The Friends have confirmed they will fund the movie license effective April 1<sup>st</sup>, 2018. Home DVD's and pre-release movies would be able to be shown in the Library building only. The CEO will explore movie licensing at other locations with the Township.
- D. Library Board meeting dates – As January 2018 was a Special Meeting of the Board, it does not count in the 10 required meetings. Research has determined that most Libraries in Grey County meet the 3<sup>rd</sup> week of the month. It was proposed that the Board consider moving the meetings to the 3<sup>rd</sup> Thursday of the month which allow for better reporting of Library statistics and financials.

**Be it resolved** that the Board confirm that Library Board meetings for the balance of 2018 will be on April 19<sup>th</sup>, May 17<sup>th</sup>, June 21<sup>st</sup>, July 19<sup>th</sup>, September 20<sup>th</sup>, October 18<sup>th</sup>, November 15<sup>th</sup>, December 20<sup>th</sup>, 2018. Moved by Pat Stewart, seconded by Terry Da Silva. **CARRIED.**

Early advertising for new board members will be investigated with the Township CAO in order to ensure Board member appointments may be achieved as early as December 2018 or within 60 days of the new term of council as per the Library Act.

- E. Annual Meeting – The Annual Meeting will be held on Thursday, May 17<sup>th</sup>, 2018 at 7:00 p.m.

**New Business:** (none)

A. Library Holiday Closures for 2018

Be it resolved that the Board approve holiday closures for 2018 to be March 30<sup>th</sup>, March 31<sup>st</sup>, June 30<sup>th</sup>, December 25<sup>th</sup>, December 26<sup>th</sup>, 2018 and January 1<sup>st</sup>, 2019. Moved by Terry Da Silva seconded by Martin Shipston CARRIED.

**Correspondence:** (none)

**Friends of the Library** Pat Stewart

- The membership drive continues and discussion regarding fundraising opportunities.
- The Friends will be funding the movie license this year and will also fund the performance of Yvette Locke and her Puppet Friends during March break.
- The Spring bake sale will be held April 10-14, 2018.

**Financial Report for the period ending February 28, 2018:**

- The Board received the financial report from the Township. The Library Management Committee will meet to develop a simple summary that allows the Board to understand and govern the finances of the Library.

**Council News & Updates:**

- The Management Committee will discuss the approved Youth Coordinator & Digital Media Specialist position with the Township CAO.

Mayor Fosbrooke was invited to share news from Council/County

- County of Grey Official Plan is nearing completion with information open houses being held the first two weeks of March with the final public meeting being held in Owen Sound on March 27<sup>st</sup>. For details see the Township website.
- Council acknowledged that we want to work more closely with the school boards.

**Librarian/CEO Report**

- The CEO spoke to the report comparing statistics for February 2018 to the same period 2017.



**Extra Time Allotment**

- Chair Fernandes encouraged the Board to continue to focus on the Library Strategic Plan
- Member Da Silva mentioned the welcome package/outreach with new residents.
- The CEO is working on updating the website with past meeting agendas and minutes.

**Next Meeting:** April 19, 2018 6:00 p.m.

**Adjournment**

Be it resolved that Board adjourn the meeting at 7:29 p.m. Moved by Terry Da Silva, seconded by Pat Stewart. CARRIED

	
(CHAIRPERSON)	(SECRETARY)
Date: <i>April 19, 2018</i>	Date: <i>April 19 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