

**Township of Southgate  
Ruth P. Hargrave Memorial Library Board Meeting  
Minutes of April 19, 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	
Absent with Notice	Deputy Mayor Norm Jack
cc:	

**Call to Order:** The meeting was called to order by the Chair at 6:01 p.m.

**Confirmation of Agenda:**

**Be it resolved that the Board accept the agenda as presented.**  
Moved by Terry Da Silva, seconded by Martin Shipston **CARRIED.**

**Adoption of Minutes from the March 1<sup>st</sup>, 2018 meeting \*:**

**Be it resolved** that the Committee approve the minutes from the March 1<sup>st</sup>, 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 designer is working on an alternate design based on the Librarian’s additional information.
- B. **Annual meeting** – June 21, 2018 7:00 p.m. – The Board anticipates receiving a draft of the Annual Report at the May 17, 2018 board meeting. Invitations to be sent to Southgate and surrounding community organizations.
- C. **Library Assistant - Youth Services and Communications** position (20 hours initially) was approved by Council on April 18<sup>th</sup>, 2018. Recruitment is underway with the hope that this position will be filled by June.
  - o **Be it resolved** that the Board approves the change in the title of the Library Assistant – Youth Services and Communications. Moved by Terry Da Silva, seconded by David Hassall **CARRIED.**
- D. **Library Strategic Plan**
  - o 1.1 & 1.2 plans are moving forward on the quiet space development.
  - o 2.1 survey results are being compiled and will be reported on at a future meeting.
  - o 2.2 a brochure about the Library is being included in the welcome package to new residents.
  - o 2.3 Outreach Committee continues to collaborate with the Township on community engagement opportunities. Members include Chair Charles Fernandes and Pat Stewart.
  - o 3.1 – World Book On-Line is now available.

At the July 2018 meeting, the Board will brainstorm on future directions regarding the Strategic Goals and the challenges the Library will be facing in the near and long term.
- E. **Community outreach - New residents** – The Southgate Community Farmer’s Market has offered the Library a table at this season’s Farmer’s Market for Community Outreach. Pat Stewart asked that a budget be communicated. A more ethnic presence can be anticipated with the growth coming to Dundalk and the Library can play an important role in their integration. Connect with Shelburne on key learnings will be pursued.

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**New Business:**

- A. **Procedure By-law** – Having a procedure by-law is part of the Ontario Public Libraries accreditation program. An example from SOLS will be brought to the Board at a future meeting.
- B. **Summer Student** – CEO/Librarian will consult with the Township to determine if there would be sufficient funds to cover a Summer Student for the summer reading program since the new Library Assistant position won't be in place until June.
- C. **EDO Office and Mill Room** – Expanding into the current EDO office to develop the quiet study space is progressing with more detail will be presented at a future meeting. Modular/convertible tables will be researched to make the Mill Room more versatile for programming and other uses.
- D. **Coordinating programs with other recreational providers** – discussion with Southgate regarding programming and expanding the discussions with SEGCHC and other organizations to ensure there is collaboration and support regarding programming.

**Correspondence:** (none)

**Friends of the Library** Pat Stewart

- March 27<sup>th</sup>. The April bake sale raised \$310. The Dundalk Herald reported on the Forest of Reading program which is sponsored by the Friends of the Library

**Financial Report for the period ending March 31, 2018:**

- A template that will allow the Board to understand and govern the finances of the Library is being explored and it is hoped that it will be incorporated for the May board meeting.
- The operating, wages and capital summary of the general ledger was reviewed.

**Council News & Updates:**

- An electronic sign was approved for Holstein with the cost being born by Southgate Solar Community Fund and managed by the Egremont Optimists.

**Librarian/CEO Report**

- The April 2018 Librarian CEO Report was reviewed. March break was a huge success! Application has been made for a Community Foundation Grant through Friends of the Library.

**Closed Session**

Be it resolved that the Library Board proceed into closed session at 7:49 p.m. in order to address matters relating to an identifiable individual; and

That CEO/Librarian Lacy Russell remain in attendance.

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

Be it resolved that Council come out of closed session at 8:08 p.m.

Moved by Terry Da Silva seconded by Pat Stewart **CARRIED**

Be it resolved that the Board direct the Librarian/CEO to take the appropriate administrative action as discussed in closed session. Moved by Martin Shipston, seconded by David Hassall **CARRIED**.

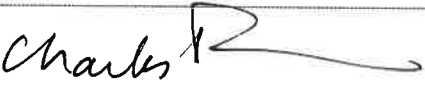

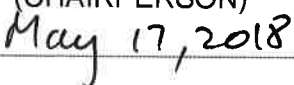
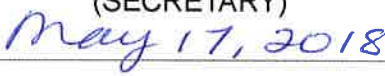
Extra Time Allotment

The Librarian/CEO will discuss with the Township Clerk the matter of Board recruitment.

Next Meeting: May 17, 2018 6:00 p.m.

Adjournment

Be it resolved that Board adjourn the meeting at 8:13 p.m. Moved by Martin Shipston, seconded by Pat Stewart CARRIED

	
(CHAIRPERSON)	(SECRETARY)
Date: 	Date: 

\*Indicates signature required

<b>Monthly Statistic Report</b>		
	<b>March 2017</b>	<b>March 2018</b>
<b>New Patrons</b>	16	21
<b>Circulation</b>	1650	1444
<b>Programs</b>	33	22
<b>Program Attendance</b>	522	329
<b>Mill Room Bookings</b>	N/A	4
<b>Mill Room Attendance</b>	N/A	30
<b>Computer Usage</b>	391	323
<b>Wifi Usage</b>	110	121
<b>iPad Usage</b>	40	84
<b>E-material Circulation</b>	216	219
<b>ILL Circulation - Received</b>	53	76
<b>ILL Circulation - Requests</b>	46	53
<b>Library Visits</b>	N/A	1490

**Monthly Highlights:**

March break was a busy week but a great success. We had two presenters - The Great Steverino (85 in attendance) and Yvette Locke and her Puppet Friends (55 in attendance). Thank you to the Friends of the Library for sponsoring the Puppet Show. The rest of march break we had craft classes, teen paint night, and story time for grandparents hosted by the OEY. Thanks to Phyllis Lichty for all her hard work organizing the March break programs.

**Accomplishments:**

- Applied to the Community Foundation Grant for the Friends of the Library
- World Book Online is now available on our website
- Annual Work Plan complete
- Participated in online training with Insignia - made some minor changes to the ILS system
- Library Management meeting
- Spring program planning complete

**30 Day Plan:**

- Annual report
- Organize annual meeting
- Complete ILDS technology grant report
- Create new financial report for board meetings
- Start Annual Survey
- Attending Grey Bruce adult programming meeting
- Summer reading program planning
- Start fall program planning

**Programs and Events:**

- Ongoing ukulele lessons, knitting, class visits, and lego club
- Paint nights were very popular and we continue to have long wait lists
- Easter craft for kids - kids loved decorating easter eggs this year

**Upcoming:**

- April 26 - Interior Decorating: Freshen up your home for spring!
- May 3 - Grey County Master Gardener's
- May 9 - Teens Mother's Day card
- May 10 - Kids Mother's day craft
- May 15 - Adult Paint Night
- Kindergarten classes will be coming for class visits