

**Township of Southgate  
Ruth P. Hargrave Memorial Library Board Meeting  
Minutes of May 17, 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:	Phyllis Lichty

**Call to Order:** The meeting was called to order by the Chair at 6:05 p.m.

**Confirmation of Agenda:**

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

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

**Adoption of Minutes \*:**

Minutes from the April 19, 2018 Library Board Meeting

**Be it resolved that the Committee approve the minutes from the April 19, 2018 Library Board meeting as presented. Moved by Terry Da Silva, seconded by Pat Stewart **CARRIED.****

**Business Arising**

- A. Update on logo design  
A draft logo will be provided to the Board for information at the next meeting. The Logo sub-committee recommended that the finalization of the new logo be postponed until a new Library Board is appointed by the new term of Council.
- B. Annual Report 2017 – a draft was presented for review and comment by May 25<sup>th</sup>, 2018.  
The Board meeting will begin at 5:30 p.m. with the Annual Meeting to begin at 7:00 p.m.
- C. Youth Services and Digital Media Specialist  
The job has been posted with 5 respondents. Interviews will be held starting the week of May 22<sup>nd</sup>, 2018.
- D. Procedural By-law  
The Librarian/CEO reported that a draft will be presented for information at the next meeting.
- E. Summer Student  
The Township Treasurer has confirmed sufficient funds to hire a casual summer student for the summer reading program.

**New Business**

- A. Use of Corporate Resources During an Election Policy  
**Whereas** SOLS has advised that according to the Election Act, Libraries are required to adopt a Use of Corporate Resources During an Election policy;  
**Therefore be it resolved** that the Library Board adopt the Township of Southgate's Use of Corporate Resources During an Election Policy; and  
**That** the Board direct the Librarian/CEO to seek clarification from the Township Clerk regarding the Library Board Member's role. Moved by Terry Da Silva seconded by Martin Shipston **CARRIED**

**Correspondence**

- Township of Southgate pass a resolution in support of regarding Funding for Local Libraries

**Friends of the Library Update - Pat Stewart**

- Meeting of the Friends was held on April 24th.
- The Friends have donated \$30 to the Dundalk Fall Fair for entries about "Why I love my library"; \$245.44 to the Library for children's programming; and have also paid for the Library movie license in the amount of \$553.70.
- An application has been made to the Grey Bruce Community Foundation for a grant.
- The Friends have also received a donation of \$100

**Financial Report**

- It was determined that the desired report would have to be manually input by the Librarian/CEO.
- The Librarian/CEO will continue to work toward creating a financial summary that meets the Board's needs.

**News from Council**

- None to report at this time.

**C.E.O. Report**

- The Librarian/CEO report was reviewed. Comparison to 2017 library visits is now available.
- Watch for How to "In Ten" coming in the Fall.
- The Librarian/CEO will forward future CEO reports, once presented to the Board, to the Clerk and request they be included as a consent item on the next available Council agenda and posted to the Township website.

**Extra Time Allotment**

- A request was made to include time allotments for each agenda item.
- The July 19<sup>th</sup> meeting was discussed.
- Diversity Training Workshops – A workshop was held in Meaford and Hanover to build awareness on being a welcoming community to newcomers. The Township EDO is working with the County to bring a similar workshop to Southgate and the Librarian/CEO is also working on a Library specific workshop.



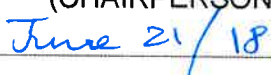
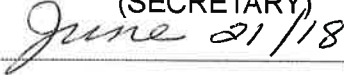
**Next Meeting** – June 21<sup>st</sup>, 2018 at 5:30 p.m. with the Annual Meeting at 7:00 p.m.

**Business Arising**

**Adjournment**

Be it resolved that Board adjourn the meeting at 8:07 p.m.

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

	
(CHAIRPERSON)	(SECRETARY)
Date: 	Date: 

\*Indicates signature required

<b>Monthly Statistic Report</b>		
	<b>April 2017</b>	<b>April 2018</b>
<b>New Patrons</b>	7	12
<b>Circulation</b>	1099	1290
<b>Programs</b>	27	13
<b>Program Attendance</b>	242	146
<b>Mill Room Bookings</b>	N/A	3
<b>Mill Room Attendance</b>	N/A	28
<b>Computer Usage</b>	367	316
<b>Wifi Usage</b>	67	101
<b>iPad Usage</b>	55	59
<b>E-material Circulation</b>	155	219
<b>ILL Circulation - Received</b>	27	36
<b>ILL Circulation - Requests</b>	36	31
<b>Library Visits</b>	1251	1337

**Monthly Highlights:**

We are working towards establishing more partnerships with local people and groups to bring new and exciting events to the library. In the month of April we partnered with Tamarisk Interior Design to talk about how to refresh your home for spring. We had 15 people attend that night. We also partnered with the Grey County Master Gardeners this month on getting your garden ready for spring. We are working on scheduling future dates with the Master Gardeners.

We have a high school student volunteering with us offering technology help with one on one training.

**Accomplishments:**

- Completed ILDS technology grant report
- Annual report
- EDRMS Training
- Job posting for Youth Services & Communications
- Participated in Annual Survey Training Webinar

**30 Day Plan:**

- Organize annual meeting
- Create new financial report for board meetings - needs more discussion
- Start Annual Survey - will continue into next month
- Attending Grey Bruce adult programming meeting
- Summer reading program planning continues
- Fall program planning continues

**Programs and Events:**

- Interior Decorating - Refresh your home for spring
- The teens had a cupcake decorating night
- Paint nights continue to be successful
- Adult Cake pop decorating
- Grey County Master Gardener's presentation
- Mother's day crafts for kids and teens

**Upcoming:**

- Attending Farmer's market once a month
- Kindergarten classes will be coming for class visits
- Make a wreath with a pool noodle - June 6
- Father's day craft - June 14
- Teen paint night - June 19
- Adult Movie night featuring *Indian Horse* - June 20