

**Township of Southgate  
Ruth P. Hargrave Memorial Library Board Meeting  
Minutes of June 21, 2018**

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

**Call to Order:** The meeting was called to order by the Chair at 5:30 p.m.

**Confirmation of Agenda:**

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

Moved by Terry Da Silva, seconded by David Hassall **CARRIED.**

**Adoption of Minutes \*:**

Minutes from the May 17, 2018 Library Board Meeting

**Be it resolved** that the Committee approve the minutes from the May 17, 2018 Library Board meeting as presented. Moved by Terry Da Silva, seconded by David Hassall **CARRIED.**

**Business Arising**

- Update on logo design  
The Librarian/CEO presented the final options from the sub-committee and will be placed on the next Board meeting agenda for review and referral to the next Library Board for consideration in 2019.
- Youth Services and Digital Media Specialist  
Position posting closes June 22<sup>nd</sup> with several applications received. Interviews will occur the first week of July with a start date mid-July.
- Procedural By-law  
A draft should be available for the next Board meeting.
- Summer Student  
Three interviews are scheduled for Friday, June 22<sup>nd</sup>. 30 hours/week for 8-9 weeks.
- Use of Corporate Resources During an Election Policy  
The CEO circulated the responses to our questions from Clerk Joanne Hyde and they will be included on the next Board agenda for further review.

**New Business (none)**

Correspondence (none)

Friends of the Library Update – David Hassall and Lacy Russell

- > The Friends were successful their application to Grey Bruce Community Foundation and will be receiving \$3,000 to be put toward computers and furniture for the Quiet Study Space and for Educational Programming.
- > Friends are now doing banking on line. The Friends raised concerns with regard to security and it is being questioned. Fundraising opportunities are being discussed.

Financial Report

- > The Financial Report for the period ending May 31, 2018 was presented. Discussion about the format for the report going forward which the CEO is currently developing.

News from Council

C.E.O. Report

- > The CEO presented the CEO Report for the month-ended June 21, 2018 (attached)
- > A meeting was held with the SEGCHC, Township CAO, Library and Recreation to ensure there is a dialogue about programming.
- > Concern was raised that the community groups are not being considered when scheduling events and programs and that the annual Community Calendar should be consulted to ensure conflicts don't occur.

Extra Time Allotment

- > The CEO will be away on vacation the week July 9<sup>th</sup>.



Next Meeting – July 19<sup>th</sup>, 2018 at 6:00 p.m.

- > The CEO will bring an update on the Quiet Study Space to the next Board meeting.

Adjournment

**Be it resolved that Board adjourn the meeting at 6:30 p.m.**

Moved by Terry Da Silva, seconded by Barbara Dobreen **CARRIED**

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

\*Indicates signature required

<b>Monthly Statistic Report</b>		
	<b>May 2017</b>	<b>May 2018</b>
<b>New Patrons</b>	8	11
<b>Circulation</b>	1415	1204
<b>Programs</b>	33	16
<b>Program Attendance</b>	326	188
<b>Mill Room Bookings</b>	N/A	1
<b>Mill Room Attendance</b>	N/A	6
<b>Computer Usage</b>	453	450
<b>Wifi Usage</b>	88	92
<b>iPad Usage</b>	68	36
<b>E-material Circulation</b>	176	182
<b>ILL Circulation - Received</b>	39	32
<b>ILL Circulation - Requests</b>	38	42
<b>Library Visits</b>	1450	1352

**Monthly Highlights:**

This month saw an increase in class visits with the kindergarten classes coming to the library for the first time. We were glad to see so many little faces in the library. Phyllis visited both schools, providing a story time to each class and to promote the summer reading program. We wish to continue this partnership with the schools in September.

In May and June we limited the number of programs offered and focused our time preparing the Summer Reading Challenges. This year we have planned events for children, teens and adults. We are looking forward to launching the challenges in late June.

**Accomplishments:**

- Attended Farmers market
- Attended Saugeen Library Committee Meeting
- Adult Summer Reading Challenge
- Reposted Youth Services and Communications position
- Posted Summer Student Job

**60 Day Plan:**

- Create new financial report for board meetings – continued from last month
- Complete Annual Survey
- Fall program planning continues
- Fall Book orders
- Clean up of ILS
- Hire for new positions

**Programs and Events:**

- Paint nights and ukulele lessons continue to be popular
- Introduction to English Country Dancing
- Make a wreath with a pool noodle
- Father's day craft
- Creating a Zombie Film

**Upcoming:**

- Attending Farmer's market once a month
- Adult Movie night featuring *Indian Horse* - June 20
- Summer Reading Challenge Launch – June 23
- Wooden Pallet Canadian Flag – June 28