

**Township of Southgate
Ruth P. Hargrave Memorial Library Board Meeting
Minutes of July 19, 2018**

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

Call to Order: The meeting was called to order by the Vice Chair at 6:00 p.m.

Confirmation of Agenda:

Be it resolved that the Board confirm the agenda as presented. Moved by Martin Shipston, seconded by David Hassall **CARRIED.**

Adoption of Minutes *:

Minutes from the June 21, 2018 Library Board Meeting

Be it resolved that the Committee approve the minutes from the June 21, 2018 Library Board meeting as presented. Moved by Barbara Dobreen, seconded by David Hassall **CARRIED.**

Business Arising

- **Youth Services and Digital Media Specialist** – It was noted that the title has been changed to Youth Services and Communications. Crystal Dumas was the successful candidate and will start her new role with the Library on July 30th, 2018. The Casual Library Assistant will be posted for recruitment.
Be is resolved that the Library Board receives the CEO/Librarian's report on the hiring of Crystal Dumas as the Youth Services and Communications for information. Moved by Barbara Dobreen seconded Pat Stewart **CARRIED**
- **Procedural By-law** – A draft was circulated to the Board with the request that comments be forwarded to the CEO/Librarian by September 6th, 2018 for incorporation into the September 20th meeting. The draft was developed using an example policy from SOLS.
- **Summer Student** – Andi Hammer was the successful candidate and started July 3rd, 2018. Andi will be leading the children's reading program and working closely with Phyllis Lichty.
- **Use of Corporate Resources During an Election policy** – there were no additional questions regarding the policy or the responses from the Township Clerk.
- **Quiet Study Space** – The CEO/Librarian will be in discussion with the Township CAO and the Economic Development Officer regarding the use of the EDO office. A policy will be brought to the Board regarding the use of the space at a future meeting.

New Business

Board Applications – The CEO/Librarian is in discussion with the Township Clerk the earlier release of advertising for Board member applicants so that the new Term of Council may appoint the Board in time for the first meeting in 2019.

Strategic Plan –

Be it resolved that the Board directed the CEO/Librarian to arrange a Strategic Plan workshop to be held in September or October 2019 based on the availability of Facilitator Denise Cornfield-Furlong. Moved by Martin Shipston, seconded by Pat Stewart **CARRIED**

Correspondence (none)

Friends of the Library Update –

- June 26th, 2018 – The Friends of the Library had a booth at the Southgate Community Farmer's Market in June and will do so again monthly.
- Community Foundation Grey Bruce will be presenting the grant to Friends of the Library on Friday, July 27th at 3:00 p.m.

Financial Report

The CEO/Librarian presented the new format for the monthly financial report that highlights the Operating and Capital Expenses and Revenues against budget.

News from Council

Council accepted the resignation of Deputy Mayor Norm Jack at its meeting on July 4th, 2018.

C.E.O. Report

- The CEO/Librarian Report for July 19th, 2018 was reviewed (attached).
- The Kids, Children and Adult Summer Reading Challenges are underway.
- Eric Lemire of Nerd2U will be offering a workshop for teens on how to service/rebuild laptops.

Extra Time Allotment

Next Meeting – September 20, 2018 at 6:00 p.m.

Adjournment

Be it resolved that Board adjourn the meeting at 7:30 p.m.

Moved by Martin Shipston, seconded by Pat Stewart **CARRIED**

 (VICE CHAIR) Date:	 (SECRETARY) Date: <i>Sept 20 2018</i>
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*Indicates signature required

Monthly Statistics Report		
	June 2017	June 2018
New Patrons	8	19
Circulation	1253	1078
Programs	27	19
Program Attendance	256	208
Mill Room Bookings	N/A	5
Mill Room Attendance	N/A	32
Computer Usage	432	378
Wifi Usage	93	85
iPad Usage	104	57
E-material Circulation	186	216
ILL Circulation - Received	45	33
ILL Circulation - Requests	28	41
Library Visits	1324	1298

Monthly Highlights:

At the end of June we launched our three Summer Reading Challenges! This year we are offering summer reading to all ages by providing challenges to kids (0-11), teens (12-17) and adults (18+). Along with the challenges we are offering programs for each age group. Thursday afternoons from 2:00 – 3:00pm we are hosting kids craft programs. For the teens we are providing 6 programs, including the End of Summer Friday night lock in. The adults can enjoy weekly Lunch Time Book Talks on Thursdays from 12:00 – 1:00pm. We are looking forward to our busy but exciting summer of reading and fun!

Accomplishments:

- Completed Annual Survey
- Summer Reading challenge is well underway
- Hired Summer Student
- Financial report
- Draft Procedural By-law

60 Day Plan:

- Fall Book orders
- Fall program planning
- Clean up ILS
- Hire and train new Youth Services and Communications position

Program and Events:

- Adult Movie night featuring Indian Horse
- Wooden Pallet Canadian Flag
- Year in Review
- Teen Paint Night
- Stuffy Sleep over
- Class Visits
- Summer Reading launch day

Upcoming:

- Adult Pendant Workshop – July 24
- Kids Literacy Camps July 11, 18, 25
- Teen Cord Bracelet Workshop – July 17
- Recipe Book Club – First meeting July 17
- NFB Kids short film – July 13 & 20
- Teen Book then a Movie Club – July 26
- Teen Fall Fair Exhibit Craft – August 15
- Weekly kids crafts -Thursdays 2:00 – 3:00
- Thursday's Lunch Time Book Talks 12:00-1:00