

**Township of Southgate  
Ruth P. Hargrave Memorial Library Board Meeting  
Minutes of September 20, 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, Deputy Mayor John Woodbury
Guest	
Absent with Notice	Pat Stewart
cc:	Phyllis Lichty

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

**Confirmation of Agenda:**

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

**Declaration of Pecuniary Interest**

**Adoption of Minutes** \*:

Minutes from the July 19, 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 Terry Da Silva, seconded by Martin Shipston **CARRIED**.

**Business Arising**

- Replacement Board Member  
**Be it resolved** that the Library Board officially welcomes Deputy Mayor Woodbury as the replacement Council appointee for Deputy Mayor Norm Jack as a result of his resignation accepted on July 4, 2018. Moved by Terry Da Silva seconded by David Hassall **CARRIED**
- Procedural Bylaw – A draft Procedural Bylaw was presented and reviewed.  
**Be it resolved** that the Library Board appoint members David Hassall and Martin Shipston to an ad-hoc committee to review the revised draft Procedural Bylaw with the CEO/Librarian for review by the Board at the October 18, 2018 Board meeting. Moved by Terry Da Silva, seconded by Martin Shipston **CARRIED**
- Quiet Study Space – The Board discussed the draft policy for the use of the new Quiet Study Room. The CEO will investigate with other Libraries their use of quiet study spaces and report back to the Board at a future meeting. Board members are encouraged to provide their comments to the CEO by October 4<sup>th</sup>, 2018 for inclusion in the next board agenda.
- Board Application – Advertising for new Library Board applications is anticipated to be released in October with a recommendation to the new Council at the December 5<sup>th</sup>, 2018 meeting.
- Strategic Plan – The Board will be attending a Strategic Plan workshop, facilitated by Denise Cornfield-Furlong on Saturday, September 22<sup>nd</sup>, 2018 from 9 am to Noon.

New Business - None

Correspondence

Friends of the Library Update

- The Vesey's garden bulb fundraiser continues with a deadline for orders of September 27<sup>th</sup>, 2018. 50% of all sales goes directly to the Friends of the Library.
- Friends of the Library had a community booth at the Southgate Community Farmers' Market and was able to connect with existing residents and new families to Southgate.

Financial Report

- The Financial results for the period ended August 31, 2018 was presented in its new format and was well received by the Board.

News from Council

- The County announced the purchase of the school beside Georgian College in Owen Sound, intended to be for community hub use.

C.E.O Report

- The CEO presented her statistics for the period ended August 2018 and program plan for the next 60 days. Summer programming received excellent participation.
- The first meeting between the Library, Township/Recreation and the SEGCHC was held to ensure collaboration of programming and services within the community.
- How to in 10 is receiving a positive response.

Extra Time Allotment

Next Meeting - October 18, 2018 6:00 p.m.

Adjournment

**Be it resolved** that the Board adjourn the meeting at 7:22 p.m. Moved by John Woodbury seconded by Martin Shipston **CARRIED**

	<i>Barbara Dolores</i>
(VICE CHAIR)	(SECRETARY)
Date:	Date: <i>Nov. 22/18</i>

\*Indicates signature required

<b>Monthly Statistics Report</b>				
	July 2017	July 2018	August 2017	August 2018
<b>New Patrons</b>	15	32	19	22
<b>Circulation</b>	1596	1698	1852	1683
<b>Programs</b>	23	25	20	21
<b>Program Attendance</b>	177	199	154	141
<b>Mill Room Bookings</b>	N/A	1	N/A	1
<b>Mill Room Attendance</b>	N/A	3	N/A	8
<b>Computer Usage</b>	359	388	475	529
<b>Wifi Usage</b>	63	113	85	122
<b>iPad Usage</b>	97	128	69	109
<b>E-material Circulation</b>	193	238	173	232
<b>ILL Circulation - Received</b>	38	25	46	31
<b>ILL Circulation - Requests</b>	55	76	56	41
<b>Library Visits</b>	1394	1550	1505	1550

**Accomplishments:**

- Hired and trained new Youth Services and Communications position
- Fall Program Planning complete
- Fall book orders complete
- Participated in escribe training
- Draft Quiet Study Policy
- Continued work towards the quiet study space (setting up security, ordering computers)
- Posted Casual Library Assistant job and conducted interviews
- Met with SEGCHC

**60 Day Plan:**

- Clean up ILS
- Complete Procedural By-law
- Complete Quiet Study room policy
- Preliminary Budget
- Start winter program planning
- How-to in 10 festival
- Quiet Study Room
- Assist with YAC orientation
- Work with Nerd2U to reconfigure patron computers

**Program and Events:**

- Summer Reading
- Adult Pendant Workshop
- Kids Literacy Camps
- Teen Cord Bracelet Workshop
- Weekly kids crafts
- Ukulele lessons
- Attended two farmer's market session
- Attended Fall Fair
- Teen paint night
- Build a computer classes

**Upcoming:**

- Adult Book Club – Second Wednesday of the month
- Burlap Wreath – September 19
- Teen Video Game night – September 25
- Kids afternoon school craft – every second Thursday starting September 13
- Adult Paint night – October 16
- Teen Cake Pops – October 17
- How-to in 10 festival – October 20