

**Township of Southgate
Ruth P. Hargrave Memorial Library Board Meeting
Minutes of October 18, 2018**

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 John Woodbury
cc:	Phyllis Lichty

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 amend the agenda to include a discussion under New Business about the Township Organization Chart. Moved by Terry Da Silva, seconded by Martin Shipston **CARRIED.**

Be it resolved that the Board confirm the agenda as amended. Moved by David Hassall, seconded by Pat Stewart **CARRIED.**

Declaration of Pecuniary Interest

Adoption of Minutes *:

- Minor housekeeping changes were recommended for the minutes of the September 20th, 2018 Board meeting.

Be it resolved that the Board approve the minutes from the September 20th, 2018 Library Board meeting as amended. Moved by Terry Da Silva, seconded by Martin Shipston **CARRIED.**

Business Arising

- **Procedural Bylaw** – The sub-committee met and discussed the input from other members and presented a draft for consideration by the Board. Comments from members are to be submitted to the Librarian/CEO by November 2nd, 2018 for consideration at the November 15th Board meeting.
- **Quiet Study Space** – The policy was reviewed by the Board with minor changes being recommended. The Librarian/CEO will incorporate the Board's recommendations and will present the policy to Board for approval at the November 15th, 2018 meeting.
- **Board Application** – The Township of Southgate has invited residents to apply for committees and boards with a deadline of November 12th, 2018. Residents interested in applying to be members of the Library board are to be submitted directly to the Librarian/CEO.
- **Strategic Plan and Legacy Document** – A draft Strategic Plan and SMART Goals for 2019 was reviewed by the Board. Revisions will be incorporated and presented at the November 15th, 2018 Board meeting for consideration.
- **New Hire and Co-op Student** – The Librarian/CEO announced the hiring of:
 - Casual Part Time - Stephanie Johnson
 - Co-op Student (to the end of January 2019) – Katrina Gaudon

New Business

- Township Organization Chart – It was suggested that the reporting relationship of Librarian/CEO to the Library Board should be reflected on the Township Organization Chart. This item will be presented at the November 15th, 2018 Board meeting for consideration.

Correspondence (none)

Friends of the Library Update –

- David Hassell provided an update on the Friends of the Library's activities and its upcoming annual general meeting to be held in November.

Financial Report

- Financial Report at September 30, 2018 was reviewed.
- Capital Budget Forecast 2019 was reviewed.

News from Council

- Council met for the last time on October 3rd, 2018.
- The inauguration of the new Council is Monday, December 3rd, 2018 in Council Chambers.
- The first meeting of the new term of Council is Wednesday, December 5th, 2018 at 7:00 p.m.
- Staff have arranged for an orientation program for the new Council Elect to be held during November.

C.E.O. Report

- The Librarian/CEO Report for September 2018 was presented.

Extra Time Allotment

Next Meeting – November 15th, 2018 at 6:00 p.m.

Adjournment

Be it resolved that Board adjourn the meeting at 8:00 p.m.

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

 ACTING (CHAIR)	 (SECRETARY)
Date: NOV 22 2018	Date: NOV 22/18

*Indicates signature required