

**Township of Southgate
Ruth P. Hargrave Memorial Library Board Meeting
Minutes of November 22, 2018**

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

Call to Order: In the absence of the Chair and Vice Chair, the CEO called the meeting to order at 6:04 p.m.

Be it resolved that in the absence of the Chair and Vice Chair the Board appoint member John Woodbury as Chair. Moved by Barbara Dobreen seconded by Martin Shipston **CARRIED**

Confirmation of Agenda:

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

Declaration of Pecuniary Interest None

Adoption of Minutes *:

Be it resolved that the Board approve the minutes from the October 18th, 2018 Library Board meeting and the April 19th, 2018 Closed Library Board meeting as presented. Moved by Martin Shipston, seconded by Pat Stewart **CARRIED**.

Business Arising

➤ **Strategic Plan and Legacy Document**

Be it resolved that the Board approve in principal the Strategic Plan and Legacy document as presented; and

That the Board refer the Strategic Plan Legacy document to the new Board for discussion at its first meeting. Moved by David Hassall seconded by Martin Shipston **CARRIED**

➤ **Procedural Bylaw** – The Board discussed the latest draft and recommended minor changes. The final Procedural Bylaw will be presented at the first meeting of the new Library Board for consideration.

➤ **Quiet Study Room** – The Policy was reviewed and will be brought to the first meeting of the new Library Board for consideration.

➤ **Township Organization Chart** - The Library Board discussed the Township Organization Chart and whether the Library Board should be recognized on the chart. The discussion will be continued during the new term of the Library Board.

New Business (none)

Correspondence (none)

Friends of the Library Update –

- Pat Stewart reported on the October meeting of the Friends of the Library. Fundraising events continue and recruitment for new members is underway. The next meeting will be Tuesday, November 27th at 6:00 p.m. and will also be the Annual General Meeting. The Annual Bake Sale will be held December 11-15th, 2018.

Financial Report

- Financial Report at October 31, 2018 was reviewed.

News from Council

- The new Council will be inaugurated on Monday, December 3rd at 7:00 p.m. In the meantime, staff and Council-elect are participating in a series of training/orientation workshops in advance of its first meeting on December 5th, 2018. The new Mayor and Deputy Mayor will be inaugurated at County Council on December 4th, 2018.

C.E.O. Report

- The Librarian/CEO Report for October 2018 was presented. New Patrons, Class Visits, Programs and Attendance, WiFi Usage and E-material Circulation all saw an increase over last year.

Extra Time Allotment

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

Adjournment

Be it resolved that Board adjourn the meeting at 7:57 p.m.
Moved by Pat Stewart, seconded David Hassall **CARRIED**

Original Signed by: Marisol Da Silva	Original Signed by: Lacy Russell
(CHAIR)	(SECRETARY)
Date: December 20, 2018	Date: December 20, 2018

*Indicates signature required

Monthly Statistics Report		
	Nov. 2017	Nov. 2018
New Patrons	13	33
Circulation	1251	1440
Programs	24	23
Program Attendance	223	228
Mill Room Bookings	N/A	2
Mill Room Attendance	N/A	29
Computer Usage	399	306
Wi-Fi Usage	118	148
iPad Usage	80	55
E-material Circulation	244	219
ILL Circulation - Received	40	26
ILL Circulation - Requests	25	27
Library Visits	1335	1418

Monthly Highlights:

It has been very festive in the library the last few weeks. The library space is decorated nicely thanks to staff and volunteers. We offered many holiday themed programs including a Christmas Wreath workshop and had to schedule a second date due to popularity. The kids Christmas party was well attended, and we partnered with the SEGCHC in hosting a Holiday Urn Workshop. We also partnered with the Santa Claus Parade Committee and the EarlyON centre and offered programs on the parade day. We hosted a Santa Storytime, make-and-take crafts, and Santa photos. The library had 193 people in the doors that day.

Accomplishments:

- Connectivity Grant
- Procedural By-law
- Quiet Study Room Policy
- Strategic Plan
- Electronic funds transfer form sent to Ministry
- Typical Survey Week
- Capital budget report to council
- Council Inauguration
- Draft 2019 Operating Budget

60 Day Plan:

- Winter book orders
- Winter program planning
- Furnish Quiet Study Space
- Work with Nerd2U to reconfigure patron computers
- Board Orientation
- 2019 Work Plan
- Township of Melancthon User Agreement

Program and Events:

- Holiday Wreath workshop – scheduled a second one
- Teen Paint night
- Holiday movie night
- Kids Christmas party
- Teen DIY Christmas Treats
- Christmas Urn workshop
- Santa Photos and Make-and-take crafts for Santa Claus Parade

Upcoming:

- Teen Scary Movie night – January 2
- Teen Winter reading Challenge
- Kids Craft Programs
- New Ukulele for Beginners
- Adult Book Club – January 9
- Teen Paint night – January 15
- Adult Paint Night – January 24
- Knitting and Crocheting – Wednesday evenings