

**Township of Southgate
Ruth P. Hargrave Memorial Library Board Meeting
Minutes of April 6, 2017**

In Attendance	Jenna DeWitt, CEO, Terry Da Silva, Councillor Barbara Dobreen, Charles Fernandes, David Hassall, Martin Shipston, Pat Stewart
Guest	
Absent	Deputy Mayor Norm Jack
cc:	Phyllis Litchy

Call to Order: The meeting was called to order at 5:05 p.m.

Approval of Agenda:

➤ Motion to approve the agenda. Moved by Terry Da Silva; seconded by Martin Shipston CARRIED.

Approval of Minutes * from Previous Meeting:

➤ Motion to approve the Minutes of the March 9th, 2017 meeting. Moved by Terry Da Silva; seconded by Pat Stewart CARRIED.

Business Arising:

- Working Alone Policy - members discussed the Working Alone Policy. Recommended changes will be incorporated and presented for approval at the May 4th, 2017 Board meeting.
- Volunteer Policy - Treasurer Liam Gott responded to the Board's questions regarding insurance coverage

1) Does our insurance cover volunteers who work here?

Yes, our insurance covers volunteers who volunteer for us.

2) If the library hosts a program with an external person leading it (i.e. getting someone in to host a class of some kind) does our insurance cover the person hosting? Another example is Kids & Us hosting story stretchers & baby story time.

If the program is offered/hosted/run/organized by the library an external person/company hired to lead, we would be covered. The person hired would likely be wise to have personal insurance. If a person uses our space (paid or unpaid) to offer a program, we require them to show proof that they have their own insurance coverage for the event/activity.

Correspondence: (none)

Friends of the Library:

➤ Pat Stewart reported on March 28th, 2017 meeting. Bake sale has begun. Vesey's Seeds fundraiser is wrapping up. Genealogy digitization project is moving forward.

Financial Report:

➤ March 2017 General Ledger report was received for information.

New Business: (none)

Council News & Updates:

- The 2017 budget has been approved and the bylaw passed.
- Facility rental policy has been updated and approved.

CEO Report:

- CEO Report was presented (see attached).

Motion to proceed into closed session at 5:50 p.m. regarding personal matters of an identifiable individual (staffing) Moved by Pat Stewart; seconded by Terry Da Silva CARRIED

Be it resolved that the Board rise from closed session at 6:02 p.m. Moved by David Hassall seconded by Martin Shipston CARRIED

- Member Hassall spoke to the value of statistics that supports planning for the Library and application of grants.



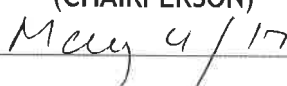
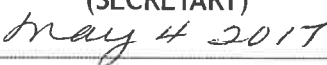
Extra Time Allotment:

- National Youth Week - May 1-7, 2017. SEGCHC nomination deadline is April 18th
- Reference was made to Banned Book Week and news of data dumping in the U.S.

Next Meeting: May 4th, 2017 - 6:00 p.m.

Motion to Adjourn at 6:15 p.m.: Moved by Terry Da Silva; seconded by Pat Stewart CARRIED.

Annual "A Year in Review" Open House 7:00PM- 8:00PM in the Library (see attached notes)

	
(CHAIRPERSON)	(SECRETARY)
Date: 	Date: 

*Indicates signature required