

**Township of Southgate  
Ruth P. Hargrave Memorial Library Board Meeting  
Minutes of August 3, 2017**

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

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

**Approval of Agenda:**

- Motion to approve the agenda. Moved by Terry DaSilva seconded by Martin Shipston **CARRIED.**

**Approval of Minutes \* from Previous Meetings:**

- Motion to approve the Minutes of the June 1st, 2017 regular meeting (attached). Moved by Terry DaSilva, seconded by David Hassall **CARRIED.**
- Motion to approve the minutes of the July 12<sup>th</sup>, 2017 Special meeting of the Board (attached). Moved by David Hassall, seconded by Pat Stewart **CARRIED.**

**Business Arising:**

- Brief Summary of Management Meeting (Tuesday, July 18, 2017) was provided. A copy of the Library survey was circulated. It was mentioned to pursue community events and outreach to new community members in 2018.
- There was a general review of the discussions held at the Special Meeting of the board on July 12<sup>th</sup>.
- Update on Staff Report 2017-006 that was presented to Council on August 2<sup>nd</sup>, 2017. The presentation and staff report was well received by Council and the addition of a staff position through a roll out process was approved in principle.
- Direction was given to the Librarian to email the EDO regarding preliminary growth and demographic information.
- Logo Design - The Librarian reported on what other Libraries have done regarding logo design.

**Correspondence:** (none)

**Friends of the Library** (none)

**Financial Report:**

- General Ledger review (available through the Township website)
- The Librarian will address the difference between the budget and actual Benefits lines with the Township Treasurer.
- Direction was given to the Librarian to investigate with SOLS or other not-for-profit organization a standard/preferred financial reporting format.

**Council News & Updates:**

- International Youth Day - August 12<sup>th</sup>
- Council approved a timeline for the 2018 budget process with the goal to finalize the budget by February 2018.
- The CEO/Librarian updated the Board that Deputy Mayor Norm Jack is on extended medical leave, authorized by Council.

Be it resolved that the Library Board grant the extended medical leave of member Norm Jack until December 31<sup>st</sup>, 2017 unless member Jack notifies the board of a change in his circumstances. Moved by Martin Shipston seconded Pat Stewart CARRIED

**New Business:**

- The Strategic Plan (attached) was discussed and Actionable Goals were developed.
- A target of 100 surveys was given with a closing date for the survey to be September 25<sup>th</sup>, 2017. The CEO/Librarian will report the survey results at the October 5<sup>th</sup> Board meeting.

**CEO Report** (attached):



- The CEO/Librarian report for June/July 2017 was presented.

**Extra Time Allotment:**

- none

**Next Meeting:** September 7<sup>th</sup>, 2017 - 6:00 p.m.

**Motion to Adjourn at 8:00 p.m.:** Moved by Barbara Dobreen seconded by Pat Stewart CARRIED.

	
(CHAIRPERSON)	(SECRETARY)
Date: <i>September 7, 2017</i>	Date: <i>September 7, 2017</i>

\*Indicates signature required

Insert new logo here!

# Strategic Plan



## Vision

*"Our library will be a welcoming oasis at the centre of our community, in which people embrace the importance and power of literature, entertainment and knowledge."*

## Our Mission:

The Mission of the library is to promote a lifelong love of reading beyond literacy. The library allows each person to pursue their own cultural and learning goals, and to grow in understanding of their place in the community and the world. Our library does this by being a welcoming, accessible place where all members of the community can enjoy guided access to literature, entertainment and knowledge.

### Values:

**Intellectual Freedom:** Our library should aid each individual to find whatever they wish to read or learn, even if such materials may differ from community standards.

**Community Standards:** We are committed to common standards of respect for all library staff and patrons (our Code of Conduct) and to providing high quality books, programmes, and

other materials for our increasingly diverse community.

**Fiscal Responsibility:** Finances should be used efficiently and effectively to further the core mission of our library in a transparent fashion that is accountable to the community.

**Courteous, Competent Staff:** Our library staff should promote a welcoming atmosphere where all patrons are treated courteously and fairly, and assisted competently and professionally as they require.

**Accessibility:** Our library should be accessible to *all* community members.

1

### EXPAND OUR SPACE

Expand the library's physical space and services to meet the needs and interests of our diverse community.

2

### CONNECT TO OUR COMMUNITY

Develop partnerships that enhance awareness of library services and benefit the community.

3

### ENHANCE OUR DIGITAL RESOURCES

Improve and expand the library's digital resources to adequately fulfill the needs of our growing community.

## Actionable Goals:

1

### EXPAND OUR SPACE

Expand the library's physical space and services to meet the needs and interests of our diverse community.

1.1 Consult with at least 5 libraries of comparable sizes for creative ideas on maximizing space for quiet study in the building by October 31, 2017.

1.2 Create a quiet study space within the building by December 31, 2017.

2

### CONNECT TO OUR COMMUNITY

Develop partnerships that enhance awareness of library services and benefit the community.

2.1 Consult with the public through a simple survey to prioritize goals. Complete 100 surveys by September 30, 2017.

2.2 Collaborate with the Economic Development Officer to provide Library promotional materials by Spring 2018 for inclusion in welcome packages for residents to developments.

2.3 Collaborate with the Township of Southgate and community organizations to develop plans of welcome evenings and community engagement opportunities. Form sub-committee of Library Board for these purposes by September 30, 2017.

3

### ENHANCE OUR DIGITAL RESOURCES

Improve and expand the library's digital resources to adequately fulfill the needs of our growing community.

3.1 Librarian CEO to research the use of reliable information databases in libraries of a comparable size and determine the value of subscribing to them by October 31, 2017.