

**Township of Southgate
Ruth P. Hargrave Memorial Library Board Meeting
Minutes of February 9, 2017**

In Attendance	Jenna DeWitt, CEO, Charles Fernandes, Terry Da Silva, Councillor Barbara Dobreen, David Hassall, Deputy Mayor Norm Jack, Martin Shipston, Pat Stewart
Guest	
Arrivals/ Departures	Norm Jack left at 6:22 p.m.; Barbara Dobreen arrived at 6:25 p.m.
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 (as amended). Moved by Terry Da Silva; seconded by Norm Jack **CARRIED.**

Approval of Minutes * from Previous Meeting:

- Motion to approve the Minutes of the December 1st, 2016 meeting. Moved by Martin Shipston; seconded by Terry Da Silva **CARRIED.**

Business Arising:

Be it resolved that the Board proceed into closed session at 6:07 pm in order to address matters relating to Personal Matters about identifiable individuals (Library Logo Contest); and **That** CEO Jenna DeWitt remain in attendance. Moved by Terry Da Silva, Seconded by Martin Shipston **CARRIED.**

Moved by Norm Jack, Seconded by Pat Stewart - **Be it resolved** that the Board come out of closed session at 6:21 pm. **CARRIED.**

The Board reported that they were pleased with the Logo contest submissions and requested the CEO to look into more logo design options. **CARRIED.**

Melancthon Contract was approved by Melancthon Council and received for signature by the Board Chair and Secretary. The CEO will forward a signed copy to Melancthon for their records.

CEO presented the annual work plan and 2017 Collection Development Plan for information and input. Many events and activities are planned. The Board was encouraged to keep staff informed of other local community events.

Invitations to be extended to Council, staff and downtown businesses to attend the Year In Review to be held Thursday April 6th.

Volunteer Policy - Chair Fernandes requested an update on the Volunteer Policy be brought to the March meeting.

Correspondence: Email from Grey County CAO Kim Wingrove regarding Library Services within Grey County, including staff report CAOR-CW-04-17 - Reassessing Potential of Grey County Role in Provision of Library Services within Grey County was received for information; and the Board directed the CEO to participate in the meetings to enquire why the topic has been reopened given the conclusions stated in the 2014 Committee Report.

Friends of the Library:

- Pat Stewart provided an update of the Friends of the Library meeting held on January 24, 2017. The Friends contributed \$500 for Forest Reading children's books and \$595 for the movie license. The annual Spring Bulbs and Seeds fundraiser will be held again this year. Annual membership in the Friends of the Library is due - \$5.00 or \$10.00/family annually.

Financial Report:

- The 2016 budgeted dollars for books has been completely expended. A brief update on the February 8th COW Budget Review was provided by Councillor Dobreen.

New Business:

- Working Alone Policy was circulated for members to review and provide comment to the CEO prior to the March 9th meeting.

CEO Report:

- CEO Report was presented (see attached).

Next Meeting: March 9th, 2017 - 6:00 p.m.

Motion to Adjourn at 7:42 p.m.: Moved by Pat Stewart; seconded by Terry Da Silva CARRIED.

 (CHAIRPERSON)	 (SECRETARY)
Date:	Date: <i>March 9 2017</i>

*Indicates signature required