

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

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

Call to Order: The meeting was called to order by Vice Chair Terry Da Silva at 6:00 p.m.

Approval of Agenda:

- Motion to approve the agenda. Moved by Barbara Dobreen; seconded by Pat Stewart **CARRIED.**

Approval of Minutes * from Previous Meeting:

- Motion to approve the Minutes of the February 9th, 2017 meeting. Moved by Martin Shipston; seconded by Barbara Dobreen **CARRIED.**

Business Arising:

- Library Logo - CEO contacted a number of graphic designers but are awaiting quotes. This will be brought back for consideration at the April Board meeting.
- Working Alone Policy - CEO reviewed the comments provided by members. This policy will be brought forward for further review at the next meeting.
- Volunteer Policy - deferred to next meeting.

Correspondence:

- Email from Kim Wingrove, Grey County CAO - CAO Wingrove clarified that the review is not to look at a County wide administered system but rather opportunity to work more closely for enhanced services across municipalities.

Friends of the Library:

- Pat Stewart reported on February 28th, 2017 meeting. Discussion was had around new fundraising ideas.

Financial Report:

- Year End for 2016 and General Ledger for January to present was reviewed.
Moved by David Hassall; seconded by Martin Shipston
Be it resolved that the Library Board requests that the Township of Southgate place any Library budget surplus in an unrestricted general Library reserve. **CARRIED**

New Business:

- Security Cameras - funds from the Community Improvement fund was approved by Council.
- Movie License - Staff review the rating and content and provide that information on the website and in advertisements. Staff also enforce parental guidance when required at the door but have not had any issue to date.

Council News & Updates:

- Budget Public Information Session was held March 1st and was well attended.
- National Youth Week - May 1-7, 2017

CEO Report:

- CEO Report was presented (see attached).

Extra Time Allotment:




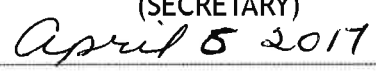
- Vice Chair Terry Da Silva shared comments about the website.
- Pat Stewart asked about preparation for the Year In Review AGM on April 6th David Hassall asked and it was confirmed that the security cameras will capture the DVD racks.

Next Meeting: April 6th, 2017

5:00 to 6:30 p.m. - Board

7:00 to 8:00 p.m. - A Year In Review (AGM)

Motion to Adjourn at 7:43 p.m.: Moved by Martin Shipston; seconded by Pat Stewart **CARRIED.**

	
(VICE CHAIRPERSON)	(SECRETARY)
Date: 	Date: 

*Indicates signature required