

**Township of Southgate
Ruth P. Hargrave Memorial Library Board Meeting
Minutes of May 4, 2017**

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

Call to Order: The meeting was called to order at 6:03 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 April 6th, 2017 meeting. Moved by David Hassall; seconded by Pat Stewart **CARRIED.**
 - Southgate Treasurer requested that the Library Board ^{provide} approve a draft copy of the May 4th, 2017 meeting minutes ~~be provided~~ to the auditors. *BD*
 - The Board agreed by consensus that staff would forward a copy of the draft minutes of the May 4, 2017 Ruth P. Hargrave Memorial Library Board meeting to the Southgate Treasurer for audit purposes.

Business Arising:

- Working Alone Policy - The final policy was reviewed.
 - Be it resolved that the Board approve the Working Alone Policy as amended with minor corrections. Moved by Terry Da Silva seconded by Martin Shipston **CARRIED.**
 - The Board requested the CEO to provide a report at the next board meeting outlining the staff schedule.
- Library logo - 3 quotes were obtained for logo creation from local designers. CEO DeWitt presented her recommendation based on price, experience and recommendation. The designer will be provided with our Mission, Vision and Values. The chosen designer will provide 3 initial concepts, 3 rounds of revisions and final files included in the price, with payment at the end of the process.
 - Be it resolved that Board members Terry Da Silva, David Hassall and Martin Shipston work with the CEO to expedite logo development as required. Moved by Pat Stewart seconded by Norm Jack **CARRIED.**

Correspondence: (none)

Friends of the Library:

- Pat Stewart reported on the April 25th meeting. \$281.70 bake sale; \$238.50 Vessey's Bulbs

Financial Report:

- Revenue/Expense Report for April 2017 was received for information.
- CEO DeWitt attended the May 3rd Southgate Council Meeting and presented her report requesting the \$4,088 surplus from the 2016 budget be transferred from the Southgate General Tax Stabilization Reserve to a Library General Tax Stabilization Reserve.

New Business: (none)

Council News & Updates:

- Parks & Rec Ontario - Playworks - Southgate has been approved to participate in the pilot program with funding regarding Youth Advisory Committee. The Board agreed it would dialogue with YAC and Council regarding youth focussed programming.
- Agnes McPhail recognition to be announced

CEO Report:



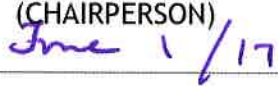

- CEO Report was presented (see attached).
- CEO will bring further information regarding the decline in e-materials loaned

Extra Time Allotment:

- Homecoming Weekend - August 4-7, 2017

Next Meeting: June 1st, 2017 - 6:00 p.m.

Motion to Adjourn at 8:00 p.m.: Moved by Norm Jack ; seconded by Terry Da Silva CARRIED.

	
(CHAIRPERSON)	(SECRETARY)
Date: 	Date: 

*Indicates signature required