

**Township of Southgate
Ruth P. Hargrave Memorial Library Board Meeting
Minutes of September 7, 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 6:00 p.m.

Approval of Agenda:

- Motion to approve the agenda. Moved by Martin Shipston seconded by Pat Stewart **CARRIED.**

Approval of Minutes * from Previous Meeting:

- Motion to approve the Minutes of the August 3, 2017 meeting including the Strategic Plan and Actionable Goals (attached). Moved by David Hassall seconded by Martin Shipston **CARRIED.**

Business Arising:

- Demographic information from EDO - A demographic and growth forecast summary for Dundalk (and Melancthon if applicable) will be available for the October 5, 2017 meeting.
- Library logo - Criteria for judging: simplicity, identifiable as a library and timeless/contemporary. By consensus, the Board referred this item back to the sub-committee that was previously established.
- Staff report to council regarding EDO office sharing - An agreement has been reached to have shared use of the EDO Office as quiet space.

New Business:

- Circulation Policy (attached) - This policy will be brought back to the Board for approval at the October 5th, 2017.
- Management Meeting to be held September 12, 2017 with CAO Dave Milliner. Discussion items for September 12th are to include:
 - Capital budget - 10 year forecast - Physical expansion of the building
 - Additional staff position - approval in principle. What are the next step?
 - Financial reporting
 - Board member recruitment
 - The Board expressed concern that the recent development charges background study did not include consultation with the Board regarding Library services prior to presentation to Council.

Correspondence:

- Internet connectivity April 2017-April 2018 will be funded at 100% for the period.
- SOLS correspondence -
 - i. Financial report formats - SOLS advised there was no formal templates but referred the CEO to examples from other municipalities (Middlesex and Brampton). CEO DeWitt will meet with the Township CAO to determine what format could be developed for the Board that includes capital, revenue and expenses of specific items rather than the line by line General Ledger.
 - ii. Board Member Succession Planning - SOLS provided a link to a module on succession planning which the Board will review at a future meeting.

Friends of the Library:

- None

Financial Report:

- August 2017 General Ledger report provided by the Southgate Treasurer was received. The Board did not consider the financial report pending further clarification.

Council News & Updates:

- Recolour Grey Workshops being held throughout the County.
- Development Charges workshop was held and a background study will be coming forward for public consultation.
- International Youth Day - Huge success

CEO Report:

- CEO Report / Summer Programming & Reading Incentives Report was presented (attached).
- A Government Ontario technology grant for \$3,000 will be received and is required to be spent by March 2018.
- The Wellington County WiFi Hotspot Lending program was discussed. They have had a huge response to this program with a demand that far exceeds availability. CEO DeWitt will do more research in this area.
- Southeast Grey Community Health Centre is partnering with the Library programs including a Canning session and Paint Night.



Extra Time Allotment:

Garbage can - request the Township to return it.

Expression by Board members to participate in the new Resident Out Reach sub committee

Next Meeting: October 5th, 2017 - 6:00 p.m.

Motion to Adjourn at 8:02p.m.: Moved by Pat Stewart seconded by Terry Da Silva CARRIED.

	
(CHAIRPERSON)	(SECRETARY)
Date: <i>October 5, 2017</i>	Date: <i>Oct 5 2017</i>

*Indicates signature required

SEPTEMBER 7, 2017

Statistics Report: Summer 2016

New Patrons: 39

Physical Materials Loaned: 3444

Total Programs: 49

Total Attendance to programs: 451

Computers Used: 664

Wi-Fi Used: 152

iPads Used: 89

e-Materials Loaned: 386

Statistics Report: Summer 2017

New Patrons: 34

Physical Materials Loaned: 3447

Total Programs: 43

Total Attendance to programs: 331

Computers Used: 859

Wi-Fi Used: 156

iPads Used: 165

e-Materials Loaned: 366

Administrative tasks completed in the last 30 days:

- Research on wifi hotspot lending
- Staff Report submitted to Council (September 6)
- Annual Survey submitted
- Ontario Tech grant (\$3000) paperwork signed & submitted

Administrative tasks to be completed in the next 30 days:

- Public Library Operating Grant
- Program evaluation research
- Research into e-resources in comparable libraries
- Logo design feedback
- Capital/Operating budget management meeting with CAO, CEO & Board chair

Upcoming Programs and Events

- Partnership with SEGCHC - paint night, canning seminar
- Homesteading Speaker series: adding more to the series as interest has piqued
- Successful backyard chicken evening partnered with planner of Southgate.
- Paint Nights returning soon!
- Children's programs after school already popular!

Collection Development Update

- Fiction, Biographies and PBK weeding completed
- Children & YA Fall ordering completed
- Continuous patron requests considered.

SUMMER PROGRAMS

Report - 2017

Report by: Jenna DeWitt

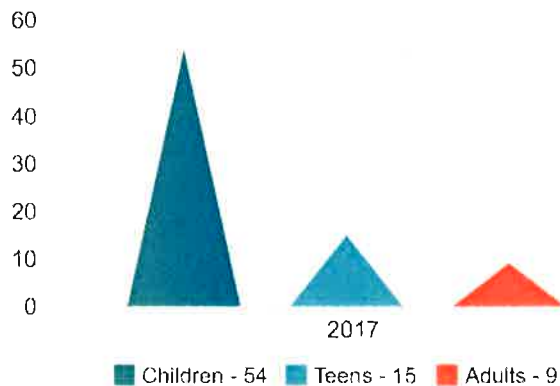
September 7, 2017
Library Board Meeting

Children, teens, and adults were all invited to participate in reading contests or challenges.

Many prizes and program supplies were sponsored by Community Foundation Grey Bruce through the Friends of the Library. Thank you for this generous support!

There were a total of 43 programs with 331 in attendance.

Registrants for Reading Programs



Library Staff participated in planning, preparing and participating in

International Youth Day, which was a great success!

This summer saw the introduction of some Teen DIY evenings with excellent youth participation- some of whom came out to the International Youth Day from hearing about it at the library.

Summer Highlights

Some of our more unstructured kids/teen programs were very well received- Games day brought in over 10 youth playing different table and card games throughout the library. This worked really well with limited staffing and was a great success!

Computers were a popular place to be this summer - particularly for kids. There were 859 recorded uses of the computers during July and August 2017. Staff are excited by the possibilities of incorporating computers into programs with kids next summer to engage with everyone!