

**Southgate Ruth Hargrave Memorial Library Board**  
**Minutes of Library Board**

December 20, 2018  
6:00 PM  
Library - Mill Room

Members in Attendance: Lacy Russell Librarian/CEO, Marisol Da Silva, Councillor Barbara Dobreen, Charles Fernandes, Connie Hiscock, Casey Kramer, Muriel Scott, Councillor Martin Shipston

**1. Call to Order (6:00 PM)**

Lacy Russell called the meeting to order at 6:08pm.

**2. Introduction of Board Members (6:00 - 6:05 PM)**

Staff and Board members introduced themselves.

**3. Elections of Officers (6:05 - 6:10 PM)**

The Librarian/CEO called for nominations for Chair.

Barbara Dobreen nominated Charles Fernandes. Charles Fernandes declined the nomination

Nominations were called for a second time.

Charles Fernandes nominated Muriel Scott. Muriel Scott declined the nomination.

Connie Hiscock nominated Martin Shipston. Martin Shipston declined the nomination.

Casey Kramer nominated Marisol Da Silva as chair, seconded by Martin Shipston.

Marison Da Silva accepted the nomination.

Nominations were called for third time. With no other nominations the Librarian/CEO declared nominations closed.

Marisol Da Silva was acclaimed as Chair and assumed the Chair.

Chair Da Silva called for nominations for Vice Chair.

Barbara Dobreen nominated Casey Kramer as Vice Chair; seconded by Connie Hiscock.

Casey Kramer accepted the nomination.

The Chair called for nominations a second and third time. With no other nominations, the Chair declared the nominations closed.

Casey Kramer was acclaimed as Vice Chair.

**Moved by** Muriel Scott, **Seconded by** Connie Hiscock

**Be it resolved that** the Board appoint the Librarian/CEO as Secretary of the Library Board.

**Carried**

**Moved By** Councillor Dobreen, **Seconded by** Connie Hiscock

**Be it resolved that** the Board appoint the Librarian/CEO as Treasurer of the Library Board.

**Carried**

**4. Confirmation of Agenda (6:10 - 6:12 PM)**

**Moved by** Martin Shipston, **Seconded by** Muriel Scott

**Be it resolved that** the Board confirm the agenda as presented.

**Carried**

**5. Declaration of Pecuniary Interest (6:02 - 6:03 PM)**

None declared.

**6. Adoption of Minutes (6:12 - 6:15 PM)**

**6.1 Minutes from the November 22, 2018**

**Moved By** Councillor Dobreen, **Seconded by** Connie Hiscock

**Be it resolved that** the Board approve the minutes from the November 22, 2018 Library Board meeting as presented.

**Carried**

**7. Business Arising (6:15 - 6:45 PM)**

**7.1 Draft Strategic Plan**

The Strategic Plan and Legacy Document was presented and reviewed for consideration for Board approval at a future meeting.

The Board gave direction to the Librarian/CEO to provide an inter-active presentation and background to the Strategic Plan at the next Board meeting.

**7.2 Draft Procedural By-law**

The Draft Procedural Bylaw was presented and explained. Members asked a number of questions. Board members will continue to review the draft on their own. It will be brought back to the Board at a future meeting, early in 2019.

**7.3 Quiet Study Room**

The Librarian/CEO provided background on the Quiet Study Room, the reasons for its creation and the resources that will be provided in that space. The Board gave direction to the Librarian/CEO to provide the background and procedures for the Quiet Study Room to the Board at the next Library Board meeting.

#### **7.4 Township of Melancthon User Agreement**

The agreement with the Township of Melancthon for use of the Library by its residents is under review as it expires December 31, 2018. The Librarian/CEO has been in touch with Melancthon and the agreement will continue month to month until it is finalized. The Librarian/CEO will investigate best practices of neighboring Libraries that provide services to other municipalities and report back to the Library Board at the next Board meeting.

#### **7.5 Performance Review Update**

Staff Performance Reviews have been completed and a recommendation to Council for salary increases according to policy.

The Township CAO and Board Chair conducted the performance review of the Librarian/CEO with a recommendation to Council for a salary increases according to policy.

#### **7.6 Board Meeting Schedule- 2019**

A schedule of Board meeting dates was reviewed. The Board will continue to meet on the 3<sup>rd</sup>Thursday of the month with the exception of August and December with all meetings to start at 6:00 p.m.

**Moved by** Martin Shipston, **Seconded By** Charles Fernandes

**Be it resolved that** the Board approve the Board meeting schedule for 2019 with all meetings to be held the third Thursday of the month starting at 6:00 p.m., excluding August and December 2019.

**Carried**

**8. New Business (6:45 - 6:55 PM)**

None.

**9. Correspondence (6:55 - 7:00 PM)**

None.

**10. Friends of the Library Update (7:00 - 7:05 PM)**

Martin Shipston and the Librarian/CEO provided an update and background on the Friends of the Library and its involvement with the Library.

**11. Financial Report (7:05 - 7:15 PM)**

**11.1 November Financial Report**

Financial Report at November 30, 2018 was reviewed. The Library is tracking to budget and anticipates a surplus due to position vacancies at the beginning of 2018.

**11.2 Operating Budget 2019**

**Moved By** Charles Fernandes, **Seconded by** Connie Hiscock

**Be it resolved** that the Board directed the Librarian/CEO to revise and submit the draft Operating Budget to the Township as discussed; and

**That** the Board agreed to a Special Meeting to be held on Wednesday, January 9<sup>th</sup>, 2019 at 7:00 p.m. to specifically review and finalize the Operating Budget.

**Carried**

**12. News from Council (7:15 - 7:20 PM)**

Councillor Dobreen mentioned that the new Council was inaugurated on December 3<sup>rd</sup> and held their first meeting on December 5<sup>th</sup> at which they appointed members to committees and boards.

**13. C.E.O Report (7:20 - 7:35 PM)**

The Librarian/CEO Report for November 2018 was presented. A special mention that the December 1<sup>st</sup> events, in collaboration with the Santa Claus Parade Committee and the Early On program had a record number of people come through the library as part of the Santa Claus Parade

**14. Extra Time Allotment (7:35 - 7:50 PM)**

**15. Next Meeting**

Special Meeting to review the Operating Budget Review January 9<sup>th</sup>, 2019 at 7:00 p.m. and a Regular Meeting on January 17<sup>th</sup>, 2019 at 6:00 p.m.

**16. Adjournment**

**Moved By** Charles Fernandes, **Seconded by** Connie Hiscock.

**Be it resolved that** the Board adjourn the meeting at 9:15pm.

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