

Southgate Ruth Hargrave Memorial Library Board
Minutes of Library Board

November 21, 2019
6:00 PM
Library - Mill Room

Members Present: Marisol DaSilva
Muriel Scott
Councillor Martin Shipston
Councillor Barbara Dobreen

Members Absent: Charles Fernandes
Casey Kramer
Connie Hiscock

Staff Present: Lacy Russell, Librarian C.E.O
Crystal Dumas

1. Call to Order (6:00 PM)

The Chair called the meeting to order at 6:01pm

2. Confirmation of Agenda (6:00 - 6:02 PM)

Moved By Martin Shipston

Seconded By Muriel Scott

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

Carried

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

None declared.

4. Adoption of Minutes (6:03 - 6:05 PM)

Moved By Martin Shipston

Seconded By Muriel Scott

Be it resolved that the Board approve the minutes from the October 17, 2019 Library Board meeting as presented.

Carried

4.1 Minutes from the October 17, 2019 Library Board Meeting

Moved By Martin Shipston

Seconded By Muriel Scott

Be it resolved that the Board approve the minutes from the October 17, 2019 Library Board meeting as presented.

Carried

5. Business Arising (6:05 - 6:35 PM)

5.1 Board Policies and By-laws

5.1.1 Policies List

5.1.2 Terms of Reference

Moved By Martin Shipston

Seconded By Barbara Dobreen

Be it resolved that the Board approve the revised Terms of Reference as amended to reflect housekeeping changes.

Carried

5.1.3 Board Meetings and Procedures

Moved By Muriel Scott

Seconded By Martin Shipston

Be it resolved that the Board approve the Board meetings and Procedures By-Law as amended.

5.2 Strategic Plan

Moved By Barbara Dobreen

Seconded By Martin Shipston

Be it resolved that the Board approve the 2019-2022 Strategic Plan and SMART Goals as amended.

Carried

5.3 2020 Board Meeting Dates

Moved By Muriel Scott

Seconded By Barbara Dobreen

Be it resolved that the Board approve the 2020 meeting dates as follows.

January 16, February 20, March 19, April 16, May 21, June 18, July 16, September 17, October 15 and November 19. There will be no meetings in August or December 2020

Carried

5.4 CEO and Board Evaluations

Individual and Group Board Evaluations will be conducted in January 2020.

Moved By Martin Shipston

Seconded By Muriel Scott

Be it resolved that the Board appoint Chair Marisol Da Silva and Councillor Shipston to participate in the 2019 CEO/Librarian performance evaluation.

Carried

5.5 Board Development

The CEO/Librarian shared a YouTube video on Community-Led Librarianship which Board members reviewed on their own time.

- 6. New Business (6:35 - 6:55 PM) none**
- 7. Correspondence (6:55 - 7:00 PM) none**
- 8. Friends of the Library Update (7:00 - 7:05 PM)**

A bake sale will be held the second week of December and a membership drive continues. The next meeting is November 26, 2019 at 6:00 p.m.

9. Financial Report (7:05 - 7:15 PM)

9.1 October Financial Report

The financial report for the period ending October 31, 2019 was reviewed.

9.2 2020 Operating Budget

The 2020 Operating Budget was presented to Council.

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

Council submitted an application for a grant to renovate the Olde Town Hall as a community arts and culture hub. The 2020 budget is moving forward at 4.0% with no change so far to the Library budget. Public information meetings are being held for a Community Improvement Plan.

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

The CEO report for October 2019 was reviewed.

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

The Santa Claus Parade events on December 7th begin at the Library with crafts, Story Time and photos with Santa at 10:00 a.m. A half hour Sensory Friendly photo time is also being offered.

13. Next Meeting

Library Board meeting –January 16, 2019 at 6:00 p.m.

14. Adjournment

Moved By Martin Shipston

Seconded By Muriel Scott

Be it resolved that the Board adjourn the meeting at 7:10 pm.

Carried

Chair Marisol DaSilva

Lacy Russell, Librarian CEO