

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

October 17, 2019  
6:00 PM  
Library - Mill Room

Members Present: Charles Fernandes  
Connie Hiscock  
Muriel Scott  
Councillor Barbara Dobreen

Members Absent: Marisol DaSilva  
Casey Kramer  
Councillor Martin Shipston

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

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

In the absence of the Chair, the CEO/Librarian called the meeting to order at 6:13 p.m.

**Moved By** Barbara Dobreen

**Seconded By** Muriel Scott

Be it resolved that the Board nominate Charles Fernandes as acting Chair

**Carried**

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

**Moved By** Barbara Dobreen

**Seconded By** Connie Hiscock

**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)**

**4.1 Minutes from the September 26, 2019 Library Board Meeting**

**Moved By** Connie Hiscock

**Seconded By** Barbara Dobreen

**Be it resolved that** the Board approve the minutes from the September 26, 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 Terms of Reference**

The Committee met last week for the terms of reference and procedural by-law. A report will be available in November.

**5.1.2 Board Meetings and Procedures**

The CEO/Librarian updated the Board regarding the sub-committee's review of the Terms of Reference and Procedural By-law. These will be presented at the November Board meeting.

**5.2 Strategic Plan Update**

**Moved By** Muriel Scott

**Seconded By** Connie Hiscock

**Be it resolved** that the Board appoint Barbara Dobreen and Connie Hiscock to work with the CEO/Librarian to update the Strategic Plan SMART Goals as proposed through the Strategic

Plan session held on October 5, 2019 for consideration at the November Board meeting

**Carried**

### **5.3 Quarterly Statistic Report**

The CEO presented the quarterly statistics for July-September 2019. Downtown construction has had an effect on library stats.

### **5.4 Board Development**

Board members were invited to provide feedback on the Learn HG website

<https://resources.learnhq.ca/c.php?g=704267&p=5016541#s-lg-box-wrapper-18614514>

Information about the Financial Stewardship webinar on November 5<sup>th</sup>, 2019 and the Introduction of Public Libraries will be circulated to Board members for possible participation.

## **6. New Business (6:35 - 6:55 PM)**

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

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

The CEO updated the Board on the most recent Friends meeting. The Vessy's Bulb fundraiser has completed. The Christmas Bake Sale will proceed again this year.

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

### **9.1 September Financial Report**

The financial report for the period ending September 30, 2019 was reviewed.

### **9.2 2020 Capital Budget**

The CEO/Librarian updated the Board that Council has not proposed any changes to the Library capital budget as presented.

### **9.3 2020 Operating Budget**

The CEO discussed the proposed 2020 operating budget.

As a general comment, the Board expressed concern over the time lines and availability of year to date actuals and budget estimates to meet the Township's budget meeting and approval dates.

**Moved By** Connie Hiscock

**Seconded By** Muriel Scott

**Be it resolved** that the Board direct staff to forward the 2020 Operating Budget request as presented to the Board on October 17, 2019 to Council for its consideration during budget deliberations.

**Carried**

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

Council supported a grant application be submitted to renovate the Olde Town Hall.

A multi-use facility and new municipal offices will continue to be explored.

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

The CEO Report for September 2019 was reviewed.

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

### **13. Next Meeting**

The next meeting will be held on November 21, at 6:00 pm at the library

There is no Board meeting in December 2019

**14. Adjournment**

**Moved By** Connie Hiscock

**Seconded By** Muriel Scott

**Be it resolved that** the Board adjourn the meeting at 8:23pm

**Carried**

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Chair Marisol DaSilva

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Lacy Russell, Librarian CEO