

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

January 20, 2022  
6:00 PM  
Electronic Participation

Members Present: Muriel Scott  
Joan John  
Councillor Martin Shipston  
Councillor Barbara Dobreen  
Catherine Faulds  
Renelle Harripaul

Members Absent: Charles Fernandes

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

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

The meeting was called to order at 6:06 p.m.

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

**Moved By** Renelle Harripaul

**Seconded By** Catherine Faulds

**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 November 18, 2021 Library Board Meeting**

- 4.2 Minutes from the November 29, 2021 Special Library Board Meeting**
- 4.3 Minutes from the December 14, 2021 Special Library Board Meeting**
- 4.4 Minutes from the January 4, 2022 Special Library Board Meeting**

**Moved By** Muriel Scott

**Seconded By** Catherine Faulds

**Be it resolved** that the Board approve the minutes from the November 18, 2021 Library Board meeting; November 29, 2021 Special Library Board meeting; December 14, 2021 Special Library Board meeting; and the January 4, 2022 Special Library Board meeting as presented.

**Carried**

**5. Business Arising from the Minutes (6:05 - 6:35 PM)**

**5.1 Strategic Plan and Board Succession Planning**

**Moved By** Renelle Harripaul

**Seconded By** Martin Shipston

**Be it resolved** that the Librarian/CEO forward the Board evaluation form to Board members for completion by March 1st; and That the Librarian/CEO tabulate the results of those evaluations and report back to the Board at the March 2022 meeting to determine steps toward a succession planning/legacy document session if required.

**Carried**

**5.2 Library E-Resources Update**

**Moved By** Muriel Scott

**Seconded By** Martin Shipston

**Be it resolved** that the Board receive the Library E-Resources report for information; and

That the Board direct the Librarian/CEO to provide a demonstration of the e-resources for further understanding of the products available for patron use at a future Board meeting.

**Carried**

### **5.3 Library Services During Declared Emergency Update**

Curbside pickup will continue. Staff continue to cohort. As the province relaxes the restrictions, the Librarian/CEO will consult with the Restart Committee and update the Board on reopening.

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

### **6.1 Quarterly Statistics**

### **6.2 Proposed Holiday Closures**

**Moved By** Martin Shipston

**Seconded By** Catherine Faulds

**Be it resolved** that the Board approve the 2022 Holiday Closure schedule as presented.

**Carried**

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

### **7.1 Monthly Finance Report**

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

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

Martin Shipston provided an update. Donations continue to come in but with restrictions no events or meetings have been held recently. Funding is available and they are open to consider requests.

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

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

December 15th, 2021 Council Highlights were circulated and a verbal update of the January 19th, 2022 Council Meeting was provided.

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

Staff will be participating virtually in the OLA Conference. Black History Month events will be presented by JunCtian Community Initiatives. Southgate and Grey Highlands have both proclaimed February 2022 as Black History Month. JCI continues to collaborate with the Hanley Institute and the Y.

**13. Date of Next Meeting**

February 17, 2022 at 6:00

**14. Adjournment**

**Moved By** Catherine Faulds

**Seconded By** Muriel Scott

**Be it resolved that** the Board adjourn the meeting at 7:16 PM.

**Carried**

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Chair

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Lacy Russell, Librarian CEO