

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

March 17, 2022  
6:00 PM  
Electronic Participation

Members Present: Charles Fernandes  
Muriel Scott  
Joan John  
Councillor Martin Shipston  
Councillor Barbara Dobreen  
Catherine Faulds

Members Absent: Renelle Harripaul

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

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

The meeting was called to order at 6:02 p.m.

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

**Moved By** Muriel Scott

**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 February 17, 2022 Library Board Meeting**

**Moved By** Barbara Dobreen

**Seconded By** Muriel Scott

**Be it resolved that** the Board approve the minutes from the February 17, 2022 Library Board meeting as presented.

**Carried**

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

**5.1 Circulation Policy**

**Moved By** Martin Shipston

**Seconded By** Catherine Faulds

**Be it resolved** that the Board approve the Circulation Policy as amended.

**Carried**

**5.2 Librarian Assistant and Digital Services update**

Position has been posted and closes March 23, 2022.

Librarian/CEO and HR Coordinator will

review resumes and conduct initial interviews, with the Library Chair participating if required.

**5.3 Library Reopening**

Following MOH and Provincial recommendations, the Library will return to (pre-pandemic) normal hours and lifting the mask mandate effective March 21, 2022. The first in-person event will be held April 5th, 2022.

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

**6.1 First Nations Land Acknowledgement**

Staff will continue to research the land on which the Library occupies and report back at a later date regarding a potential First Nations Land Acknowledge.

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

**7.1 February Finance Report**

The financial report for the period ended February 28th, 2022 was received.

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

The CEO statistical report for January and February 2022 was received and discussed.

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

Lacy Russell provided an update of the discussion held at the February 22nd, 2022 Friends meeting. They are still looking for members. The next meeting will be held virtually on Tuesday, March 22nd, 2022.

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

Renelle Harripaul will be taking a short leave of absence from the Board effective March 17th, 2022.

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

<https://www.southgate.ca/en/news/resources/Council-Highlights/2022-03-02-Council-Meeting-Highlights.pdf>

Council met on March 16th, 2022 and a summary of key items was shared.

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

Accolades to Crystal and Phyllis for doing an awesome job in planning March Break activities. The response to the Harry Potter themed activities has been tremendous.

Starz of Southgate and Beyond Easter Edition will be held Friday, April 15th, 2022.

**13. Date of Next Meeting**

April 21st, 2022 6:00 p.m.

**14. Adjournment**

**Moved By** Joan John

**Seconded By** Barbara Dobreen

**Be it resolved that** the Board adjourn the meeting at 7:50 p.m.

**Carried**

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Chair

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Lacy Russell, Librarian CEO