

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

April 21, 2022  
6:00 PM  
Electronic Participation

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

Members Absent:

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

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

The meeting was called to order at 6:01 pm.

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

**Moved By** Martin Shipston

**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 March 17, 2022 Library Board Meeting**

**Moved By** Joan John

**Seconded By** Muriel Scott

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

**Carried**

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

**5.1 Letter of Resignation and Board Vacancy**

**Moved By** Barbara Dobreen

**Seconded By** Joan John

**Be it resolved** that the Library Board receive the letter of resignation from Renelle Harripaul; and

**That** the Board thank her for the many contributions to the Library Board; and

**That** the Library Board declare a seat vacant as per Section 12 of the Public Libraries Act; and

**That** the Board direct the Librarian/CEO to notify the Southgate Clerk to advertise for the position for the balance of the term.

**Carried**

**5.2 Librarian Assistant and Digital Services update**

Renelle Harripaul has accepted the position effective April 25, 2022.

**5.3 Board Evaluation and Succession Planning**

**Moved By** Catherine Faulds

**Seconded By** Martin Shipston

**Be it resolved** that the Library Board receive the Board Evaluation Summary for information; and

**That** the Board direct the Librarian/CEO to arrange for a review

of the Strategic Plan Mission, Vision and Goals at the May 2022 Board meeting.

**Carried**

**5.4 Quarterly Statistics**

Received.

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

**6.1 Board E-resources Training - Novelist**

An overview and demonstration of the Library e-resource Novelist was provided.

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

**7.1 March Finance Report**

Reviewed

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

Reviewed

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

Martin Shipston provided an update of the recent Friends of the Library meeting and was happy to report that a few new members joined. Strong financial position. Next meeting is Tuesday, April 26th at 6:00 p.m.

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

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

<https://www.southgate.ca/en/news/resources/Council-Highlights/2022-04-06-Council-Meeting-Highlights.pdf>

A verbal update was provided on the April 20th, 2022 Council meeting.

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

Charles Fernandes – With Sunwing in the news recently due to having experienced a cyber attack, we need to be aware as we become more digital and the vulnerabilities it presents. What are the back up plans?

Lacy Russell – the first in-person adult program was held recently with 8 participants. New tables were installed in the Mill Room to allow better program flexibility. Shelving and Use space of the general library area is coming along. Come and check it out.

Joan John – Starz of Southgate and Beyond concert is Friday, April 22nd at 7:30 p.m.

**13. Date of Next Meeting**

May 19th, 2022 6:00 p.m.

**14. Adjournment**

**Moved By** Joan John

**Seconded By** Catherine Faulds

**Be it resolved that** the Board adjourn the meeting at 7:20 p.m.

**Carried**

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Chair

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Lacy Russell, Librarian CEO