

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

November 17, 2022

6:00 PM

Library - Mill Room

Members Present: Charles Fernandes (Arrived at 6:19 p.m.)  
Muriel Scott  
Joan John (Virtually)  
Councillor Martin Shipston (Virtually)  
Councillor Barbara Dobreen  
Tracey Gonneau (Arrived virtually at 7:00 p.m.)

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

Absent: Catherine Faulds

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

Vice Chair Joan John called the meeting to order at 6:10 p.m.

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

**Moved By** Muriel Scott

**Seconded By** Martin Shipston

**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 October 20, 2022 Library Board Meeting**

**Moved By** Barbara Dobreen

**Seconded By** Muriel Scott

**Be it resolved that** the Board approve the minutes from the October 20, 2022 Library Board meeting as presented.

**Carried**

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

### **5.1 Legacy Document**

**Moved By** Martin Shipston

**Seconded By** Joan John

**Be it resolved that** the Board approve the Legacy Document as amended; and

**That** it be shared with the incoming Library Board at their first regular meeting.

**Carried**

### **5.2 Governance**

#### **5.2.1 Policy Framework**

**Moved By** Tracey Gonneau

**Seconded By** Muriel Scott

**Whereas** the outgoing Board would find value in a review of the Policy Framework, including a summary of the scope of each policy;

**Therefore, be it resolved that** the Board direct the Librarian/CEO to include in the next Board term a review of the Policy Framework, including a summary document of the policies and their scope to ensure that they continue to be relevant to the ongoing governance and operation of the Library.

**Carried**

#### **5.2.2 Agenda Construction**

The agenda shapes the time we spend together. The outgoing Board encourages the new Board to be

empowered to focus on Governance and consider constructing the agenda to include opportunities for Board members to introduce topics for discussion at a future Board meeting.

### **5.3 Board Orientation**

The Board shall seek to understand their role of governance in developing policy that will guide the implementation of the long-term direction as established and the ability to adjust course as necessary. The Librarian/CEO will include orientation on governance, the strategic plan, policy framework, the procedure bylaw and other topics, and provide an opportunity for Board orientation on every agenda for as long as required.

## **6. Consent Agenda**

### **6.1 Monthly Finance Report**

### **6.2 C.E.O Report**

**Moved By** Muriel Scott

**Seconded By** Barbara Dobreen

**Be it resolved that** the Board receive the Consent Agenda for information.

**Carried**

## **7. New Business (6:40 - 7:10 PM)**

### **7.1 2023 Draft Operating Budget**

**Moved By** Martin Shipston

**Seconded By** Muriel Scott

**Be it resolved that** the Board receive the preliminary 2023 Operating Budget for information.

**Carried**

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

No regular meetings were held. Council Elect met for their first training opportunity on November 16th, 2022.

**9. Member's Privilege**

**10. Date of Next Meeting**

**Moved By** Martin Shipston

**Seconded By** Joan John

**Be it resolved that** the Board direct the Librarian/CEO to arrange for a Special Meeting of the new Board as required to be held December 22, 2022 6:00 p.m. for the purpose of electing a Chair and Vice Chair and review the draft 2023 Budget.

**Carried**

**11. Adjournment**

**Moved By** Tracey Gonneau

**Seconded By** Joan John

**Be it resolved that** the Board adjourn the meeting at 8:04 p.m.

**Carried**

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Chair

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Lacy Russell, Librarian CEO