

## Argyle Community Library Board Minutes

April 9, 2018

1. Welcome at 9:06 am by Patti. Members Present: Patti O’Handley, Sandra Gendron, Karen Wassink, Dianne Feasby, Dan Feasby.

Absent: Jim Burrows, Kim Summers, Jennifer Fry and Marva Jackson.

2. Minutes from the previous meeting were accepted with a motion by Karen and Seconded by Sandi. All in favour, cd.
3. Treasurer’s report: Dianne noticed an amount under supplies that should not be there – this amount is not reflected in the balance showing so balance is still \$9313.29. Motion to approve the treasurer’s report by Sandi and seconded by Karen. All in favour, cd.
4. Orders for Approval: Motion to approve payments for Whitehots \$143.87, Indigo \$126.17, Dan Feasby \$360.00 and Petty cash purchases of \$55.49 by Sandi and seconded by Dan. All in favour, cd.

### 5 Old Business

- a) Volunteer schedule – Dates required – April 17, 18, and 25<sup>th</sup> - Dianne to reach out to volunteers for coverage.
- b) Wish list - deferred
- c) Update - LSB – Contract was reviewed by Sandi and Patti and sent to NNDSB. LSB Chair has concerns with agreement and wants agreement to come from NNDSB and then LSB Lawyer to review. Patti stated that the original contract was done by NNDSB and then LSB reviewed at that time and that the agreement is a partnership with NNDSB and LSB with minimal costs associated to the LSB.
- d) Programs in Library – Computer courses – update – classes were held with an average of 8 people each class. Attendants enjoyed the class and would like to have more in the fall. Only complaint received was musty smell in ACC and the temperate was a bit cool.
- e) Saner Media – Advertisement is now running.
- f) SOP for Smartboard – still in progress. Kim to follow up with Jenny as to if she found the one that Dan had done. Will incorporate the two together. (no new update)
- g) Grant - final report submitted. We were about \$170.00 short of full amount. Kanopy is up and running and Dan has created paperwork required for membership through the library. Discussed family memberships of 3 movies per month once it is getting

members as we are capped as to how many each month we can have access to. To start, we will look at individual memberships.

- h) Tourism as Advertising outlet – Deferred
- i) SOP for digital camcorder – is completed. Volunteers will require training.
- j) Training for volunteers – Dianne to look at dates for training on SOPs and how to access sites. Karen has done instructions for the iPad and is opening a folder in the filing cabinet that will hold the instructions for equipment.
- k) Overdues – Dianne to follow up with Jenny to have books in classrooms brought in on a monthly basis and re-checked out if staff are keeping them for inventory control.
- l) Any other old business – none

## 6 New Business

- a) Author Visit – Kevin Sylvester on Friday May 11<sup>th</sup> in the morning.
- b) WIMIS training for volunteers. There is a link available that volunteers can have access to for this, and there is no cost for them. Also, discussed CPR and possibility of having Paramedics teach a class in town. Sandi to follow up.
- c) TD Summer program – Did Jenny order stuff? Sandi suggested we look at working with other groups for summer class and will reach out to Linda Albright to have Patti contact her. Patti to follow up.
- d) Any other new business

7 Next Meeting: May 7, 2018 at 9:00 am.

8 Adjournment – Motion to adjourn the meeting at 9:58 am by Dan and seconded by Dianne. All in favour, cd.