

Argyle Community Library Board Meeting Minutes March 7, 2017

Present: Kim Summers, Patti O'Handley, Dianne Feasby, Dan Feasby, Jennifer Fry

Absent: Jim Burrows, LSB rep, Marva Jackson, Karen Wassink

Welcome: to the Board Members from Patti O'Handley at 9:15 am.

Minutes from February's Meeting: Minutes from February were emailed to all members. Motion to accept minutes as presented by Dianne Feasby, seconded by Jennifer Fry. All in favor. Cd.

Treasurer's Report/Petty Cash: balance forward \$10,165.80, petty cash \$600.00. Motion to accept treasurer's report as presented by Kim Summers, seconded by Dan Feasby. All in favor. Cd.

Report to the CEO: Jenny will update circulation and then email to board members, LSB rep, and volunteers.

Old Business from Minutes:

A. Volunteer schedule: March – need someone on the 20th and 28th. April dates need filling. Jenny to send out email.

B. Wish List: Dianne picked up some self-laminating sheets for posters in the library.

C. Update - LSB: Dianne updated the Board as to the HST rebate and how it will change slightly. Instead of getting back 13%, it will be 11.74% as 1.76% of tax is paid. This will need to be adjusted for the last term so there may be some moneys owing that will come out of our account but should not be significant.

D. Orders for Approval for payment: Indigo orders - \$420.99, \$80.08, \$27.71, \$272.93, \$508.00, and Hillary Chambers for Website design \$778.00. Motion to approve payments by Dianne Feasby and seconded by Dan Feasby. All in favor. Cd.

E. Programs in the Library: Visit by Author, Computer 101 classes, Update: Suggestions: Have someone come in to do a course on writing resumes, bring in Naturopath – Dr. Dielle Raymond, came in for Horticultural Society. Possibly in the summer. **UPDATE:** Will put up notices to see if anyone is interested.

F. Book Fair: Jenny received an email stating that we won't have the racks if held in summer. Board discussed and will go forward with books and will find alternate ways to display for sale.

G. Balance of Grant Money: Motion by Jennifer Fry to accept the quote from Brooks Office Services to convert ACLB historical collection of documents, pictures and 35 mm film to digital. Motion seconded by Dan Feasby, All in favour. Cd.

H. Purchasing of Scholastic books: Jenny did not do the order. Books requested are being ordered and we can get them from Chapter Indigo for a good price.

I. Over dues: Currently people/students with overdue books are still able to take books, etc out. The board discussed creating a list of patrons that cannot take anything more out until items are returned or replaced. Patti and Dianne will work on this and Patti will be following up with the patrons that are in this situation.

J. Inner office lending of books: Jenny oversees leading books to other schools for usage. Board discussed that the longest that any books should be gone is 3 months, and that all books should be returned by end of May each year, to ensure they are back in our collection. Jenny and Dianne to review books out on loan and create a list that can be posted that shows where the books are and date they were loaned and date required back.

K. TD Summer program: One book has been received for program. Kim to contact Ann to see if she will be participating in this and Kim/Jenny will ensure program materials are ordered.

J. Website: Hillary has started the website and is keeping Dan informed of her progress.

J. Forest of Reading books: Jenny to have all of the books updated in the system by next meeting.

Any other old business: none.

New Business:

- A. Library letter:** Dianne was contacted to see if a letter could be created to be included in a welcome package for new residents that would highlight what the library offers. Dianne provided a draft of the letter she

made to the board for review. Dianne did a great job on this and it was decided that our Facebook and website details be included and this letter could also be used as a poster around the community. Motion by Kim Summers for Dianne to add the FB and website details to the letter and send in for inclusion in the welcome package, seconded by Dan Feasby. All in favour. CD.

B. Any other new business: none

NEXT MEETING will be scheduled on: April 13, 2017 @ 9am

Please keep in mind that we need 5 members for an official meeting.

ADJOURNMENT: Motion to adjourn meeting. Moved by Dan Feasby and seconded by Kim Summers @10:20 am. All in favor. Cd.