

Argyle Community Library Board Meeting Minutes October 14, 2015

Present: Patti O'Handley, Kim Summers, Burgi Zacherl, Jennifer Fry, Sandra Johnson, Dan Feasby, Erin Lambert: LSB Reps, Steve Davis, and Daryl Rogerson

Absent: Marva Jackson

Volunteers: Judy Rogerson, Bruce and Jane Schuman, Diane Feasby

Welcome: to the Board Members from Patti O'Handley at 9:06 am.

Minutes from September's Meeting: Motion to accept September's minutes by Erin Lambert and seconded by Burgi Zacherl. All in favor. Carried.

Treasurer's Report/Petty Cash: See Treasurer's report. Balance of \$6268.21. Petty cash of a balance \$400.00. Donations for laminator \$122.07. Balance forward to our new budget of \$6790.28. Motion for the Treasurer's Report to be accepted as presented by Kim Summers and seconded by Dan Feasby. All in favor. Carried.

Report to the CEO: no new update for September.

Old Business from Minutes:

A. Volunteer schedule: October is all signed up for. November's calendar needs to be signed up by volunteers please. Email sent to volunteers for reminder.

B. Wish List: prices for laminator, lapel microphone and stand, a reading rug, and case for PA System.

C. Update to LSB: minutes from meeting forwarded to CEO and recorded on the LSB website.

D. Orders for Approval for payment: Chapters order of \$294.68 for September's book requests and suggestions. Motion to approve payments to Chapters by Burgi Zacherl and seconded by Kim Summers.

E. Library System: no updates.

F. Grant Capacity Fund: Deadline for submission is October 30, 2015. Report is complete and submitted to the CEO for submission.

G. Overdue material: a few overdue DVD's. Laptop just needed to be updated, not repaired. Will be returned for next Wednesday, Oct. 21.

H. Recruitment of Volunteers: some new volunteers have been in for training with our regular volunteers. We welcome our new volunteers to our group.

I. New OLCG of \$2588.00 – paperwork by July 3. Grant for new collections of books and DVD's. Expenditures will be submitted by December 2015 – April 2016.

J. Celebrate Ontario 2016: send information to LSB rep Daryl Rogerson.

K. Equipment: broken equipment needs to be set aside, and needs to be brought to the boards attention by email. A reservation system needs to be set up for volunteers to take notice of for each shift. Volunteers need to be aware of length of borrowed equipment; a sign out sheet for equipment to review each shift.

L. Local Author book reading at the Community Centre: this event was well attended by community people. Many thanks and appreciation to Judy Rogerson for organizing, inviting, and advertising for this special event for our community.

M. Any other old business: Sandra Johnson has approved the drop box to be placed outside the school for patrons to deposit their library material when community library is closed.

New Business:

A. Elections of Officers for the 2015-2016 Term: Daryl Rogerson officially handled the nomination of new board members which were nominated by the members present. Marva Jackson was not present but had stated to let her name stand. 9 people were nominated and all accepted a position of the Board. The Board members for the 2015-2016 term are: Patti O'handley, Kim Summers, Marva Jackson, Erin Lambert, Diane Feasby, Dan Feasby, Sandra Johnson, and Jennifer Fry. Welcome to our members.

Burgi Zacherl has resigned from the board as our Treasurer, and we would like to extend well wishes to her on her new adventures in book keeping. Her hard work, dedication, and volunteering in the library is much appreciated by all.

Next meeting, we will vote on the roles of each new elected member.

B. Communication log for volunteers: library volunteers remember to sign in our communication log at the end of your shift and report the work you've

done. Beginning of each shift, please check the work that was previous done by a volunteer.

C. Any other new business:

- Next meeting budget submittal.
- Volunteer meeting to be scheduled for refresher of polices and procedures.
- Presse Commerce renewal of magazine subscriptions: history of circulated magazines to renewal the most circulated ones. Motion to approve the renewal, Kim Summers, and seconded by Jennifer Fry.

D. Volunteers of 2015: Patti O'Handley personally thanks all the volunteers for their efforts in keeping our library operating efficiently and pleasant attitude towards our patrons of the community. Appreciates all your time this past year given to Argyle Community Library.

NEXT MEETING will be scheduled on: Wednesday, November 18, 2015 @ 9am

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

ADJOURNMENT: Motion to adjourn meeting. Moved by Erin Lambert and seconded by Dan Feasby @10:46 am. All in favor. Carried.