

Argyle Community Library Board Minutes February 5, 2018

- 1. Welcome at 9:00 am by Patti. Members Present: Patti O’Handley, Sandra Gendron, Karen Wassink, Dianne Feasby, Dan Feasby, Kim Summers, Jennifer Fry and Marva Jackson via FaceTime. Absent: Jim Burrows.**
- 2. Minutes from the previous meeting were accepted with a motion by Dianne and Seconded by Karen. All in favour, cd.**
- 3. Treasurer’s report: Motion to approve the treasurer’s report by Sandi and seconded by Dianne. All in favour, cd.**
- 4. Orders for Approval: Motion to approved payment of Whitehots \$140.04, Indigo \$175.52 and Karen Wassink \$566.11 by Kim and seconded by Sandi. All in favour, cd.**
- 5 Old Business**

- a) Volunteer schedule – Dates required – only February 14th, Dianne to reach out to volunteers for coverage.**
- b) Wish list - deferred**
- c) Update - LSB – Sandi is reviewing the contract and bringing items to Patti for discussion. Needs to be some clarification as to who the “Board” is within the contract. Also that the ACC is confirmed for usage for computer classes.**
- d) Programs in Library – Computer courses – update – email motion/vote – vote was approved. Karen updated group that there were 9 participants so far and dates have been finalized. Sandi will get a notice to the senior’s luncheon so they are aware that this course is being offered.**
- e) Archived materials – Some of the hard copy material belongs to the NNDSB/school, so it has been removed and is being stored by the school. Rest is in two totes, excluding the larger stuff that is too big to fit into totes – it has been put away in one of the filing cabinets in the library office. LSB will store rest and Sandi will take at the end of the meeting. Digital copies are currently stored on the hard drive of one of our computers. Jenny to pick up 3 USB storage jump sticks to transfer copies to, one to go the LSB and two will remain at the library for usage by patrons. All of the extra-large items have not been scanned and we will need to take to Staples at some point to have them done.**
- f) SOP for processing of books – copy was presented to the board members and reviewed. Looks good and will be shared with everyone who helps to process books.**
- g) Saner Media – He has not set it up yet, but will be getting to it soon and sending out invoice to be included in the grant funding the library has received.**

h) SOP for Smartboard – still in progress. Dan suggested that we look in the filing cabinet as he believes that he had done one some years ago. Jenny will try to locate and forward to Kim.

i) Grant - balance to spend \$750.00 – Discussion as to what other things we could offer at the library. The grant is earmarked for digital and technology and book collections will not be accepted. Board members are researching some ideas and will send out emails to the group as to what they find out. Suggestions were music download membership, apps for the iPad we have purchased, Ancestry membership and educational sites that require a membership.

j) Tourism as Advertising outlet – Dianne presented the poster that was created in the past which has all of the information already on it. Copies of these will be made and taken to the local camps to include in their cabins/rooms.

k) ACLB computers – password locked – update – Technician from NNDSB (Robert) was able to unlock and computers are once again available for use. Discussed talking to Robert to have a guest site set up that children and guests would log into and keep the main one as administrative so that we can't get locked out again. Jenny to follow up with Robert about this.

l) Ordering books, from where and how often – Whitehots will be the first order as we get the best discount from them. Any books that are not available from them will go on an order form for Indigo. Discussed waiting for a week or two and then placing order with Indigo and if at that time there is another book request it can be added to this order. If there are several books requested then only the books that cannot be ordered from Whitehots will be ordered from Indigo and a new order will be started from Whitehots. There is no requirement as to how many orders are being made each month, only that there is clear communications being done as to dates of orders, what was ordered and that copies of orders are being forwarded to the treasurer. Unless there are many requests each month then one order from each will probably be what is standard, when necessary. Clear communication is also required as to when books are received and then processed. The communication log is required to be used by all volunteers in the library so that everyone is kept up to date as to what has been ordered, received and what has been done in the library during their shift. The communication log will be reviewed at the next meeting and if it is not being utilized during every shift then a notice will be posted to our volunteers to ensure that the communication log is being used, as required by the ACLB.

m) OLA Super conference – email motion/vote – this motion was passed and Jenny picked up books. Once invoices are provided to Dianne then reimbursement will be completed.

n) Any other old business - none

6 New Business

a) Email from Peggy re: Annual Survey – confirmed that it was received and will be filled in.

b) Any other new business – List in library office of patrons that are not to get books as have o/s ones – names have been crossed off and books have been marked as lost. These people need to remain on the list so that a volunteer will not allow them to take out more. Dianne to make sure list is posted and Patti requested it be forwarded to her for review.

c) Karen requested to ensure that the computers are ready to be used in the course and that they will be removed from the library for use by participants in the computer classes, which is fine with the board.

7 Next Meeting: March 5, 2018 at 9:00 am.

8 Adjournment – Motion to adjourn the meeting at 10 am by Dan and seconded by Karen. All in favour, cd.