

## Argyle Community Library Board Minutes

**March 5, 2018**

1. Welcome at 9:05 am by Patti. Members Present: Patti O’Handley, Sandra Gendron, Karen Wassink, Dianne Feasby, Kim Summers.

Absent: Jim Burrows, Dan Feasby, Jennifer Fry and Marva Jackson.

2. Minutes from the previous meeting were accepted with a motion by Dianne and Seconded by Sandi. All in favour, cd. It was noted that there were a couple of spelling errors, Patti to correct and resend out to group.
3. Treasurer’s report: Motion to approve the treasurer’s report by Sandi and seconded by Karen. All in favour, cd.
4. Orders for Approval: Motion to approved payment of Whitehots \$116.68 and \$138.48, Indigo \$230.08 and Dan Feasby \$938.68 by Dianne and seconded by Kim. All in favour, cd.

### **5 Old Business**

- a) Volunteer schedule – Dates required – only March 8, 22, and 29<sup>th</sup>, and April dates not booked yet, Dianne to reach out to volunteers for coverage.
- b) Wish list - deferred
- c) Update - LSB – no update at this time.
- d) Programs in Library – Computer courses – update – going well, had 10 out to first date, 8 on second. Great things being said about course and instructor along with Karen for the help she is giving participants.
- e) Archived materials – Items were removed by Sandi after the last meeting.
- f) Saner Media – invoice received and paid.
- g) 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.
- h) Grant - balance to spend \$750.00 – Discussed options for balance to be spent on. Computer courses qualify also. Motion by Sandi and seconded by Dianne that we include the computer classes (\$120.00), 1 year subscription with Kanopy Streaming (\$360.00) and Spotify for 1 year – 1 membership plan (\$180.00) and with the balance purchase a new printer for the computers or jump drives. All in favour, cd.
- i) Tourism as Advertising outlet – Deferred

j) List of patrons with cancelled permissions. List was reviewed. Dianne to redo list and post in the library, so that these people do not have access to items in the library due to not returning previous items.

k) Any other old business - none

6 New Business

a) SOP for digital camcorder. Sandi created one. Members at the meeting had a quick look at it and it looks good. SOP will be sent out for members to review.

b) March Break and Easter hours affected at the library – Library is closed for March break and Easter Monday. Will be advertised as closed.

c) Overdues discussed along with in school book usage. It is practice that books are taken into classrooms for students to read. Some have been out for months. Dianne to follow up with Jenny to see if she can request that these books be brought into the library on a monthly basis to be re-checked out, or returned and others taken so that the community member also has access to them and also to ensure that none go missing.

d) With new digital options and equipment being purchased for the library, trainings will need to be done so that all volunteers understand how to use the equipment and access and use these sites. Dianne will contact volunteers and board members to see if afternoons or early evenings will work for trainings and review of SOP's, and we are looking at end of April or early May to hold them.

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

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