

Westport Public Library  
Board Meeting Minutes

The meeting was held on April 10, 2018.

The following board members were in attendance: Ruth Pedherney, Nicki Thacker, Heather Huth, Jane Murphy, Gerald Schwinghamer, Don Goodfellow, and Pamela Stuffles, Librarian. Absent: Pauline Kane, and Jane Crozier-Marks.

Gillian Heather was in attendance.

Heather moved that the minutes of the last meeting be approved as corrected. Don seconded. Carried.

Business Arising from the Minutes:

1. Ongoing projects: a) New Books report - Jane Murphy was asked to find a book, with an Irish theme to place in memory of Tony Dunleavy. The order with Whitehots will be submitted for books purchased in Tony's name.  
b) Second-hand book room - Nicki reported that she is running out of room on the shelves. Pauline has talked with Nicki about donating some of the excess books to Rideau Lakes Library for their ongoing sale. Pauline and Pam will take care of delivering the books.
2. New Grant - The money from the grant has all been spent, and the deadline for the post project report is fast approaching, Pam plans to have it completed by Tuesday, and sent to Ruth to check it over before submitting. The report could then be submitted by the 20th of April.
3. Museum Passes - Pam proposed ideas for the board to discuss regarding the loan period for the museum passes. She did check with other libraries to see what their policies are. The libraries that responded stated that they loan their passes out for 7 days, and charge anywhere from \$10.00 to \$40.00 for overdue or lost passes. After some discussion, Jane Murphy moved "that a refundable deposit of \$20.00 be paid at the time the museum pass is picked up, and the loan period will be for 1 week for eligible library patrons." Seconded by Heather. Carried.
4. Funds for Archives - The Municipal Heritage Committee approved the purchases that Jane Murphy proposed for the Archives.
5. World Book Day - Pam presented a draft copy of the Poster for the boards approval. After some minor edits, the posters were distributed for the board members to post around the village.
6. Library Committee Report - Pam pointed out some of the changes to the Labour Act that could affect the library. They are concerning Vacation Time, and the continuous 6 hour day in the summer.
7. Adult Programs - Pam reported that no one had registered for the beading workshop. There is a possibility of holding one at a later date.

### Financial Report:

After the last deposit made by Pamela to the chequing account, there was a balance of \$4,086.80. However some of that money was committed to pay for outstanding bills. There is a balance of \$10,339.96 in the Tangerine Account.

### New Business:

1. Provincial Budget Announcement - The library received an email from the Ministry announcing the changes in the latest budget that would affect the library. Ruth shared the pertinent details with the board.
2. Advertising the Library - Gerald suggested that a sign running perpendicular to the peak over the entrance would be a good idea. He and Heather will get some information about costs. There was a discussion about the re-staining of the front steps. Gerald informed the board that this would fall under the Public Works Department.
3. Possible Fundraising Ideas - The board talked about possible ideas to replace the Plant Sale. Don suggested a Book Sale on the long weekend in May.
4. Volunteer Award - Ruth extended her Thanks to the Board for nominating her for the Volunteer of the Month at the April Municipal Council Meeting. She found it to be a nice surprise following her return home.
5. Other Business - Pam informed the board that the Heritage Day will be on June 2, 2018. This year it will be based around the library, with a number of heritage displays, but on a smaller scale than last year. The board then talked about whether they wanted to do some kind of fundraiser that day. The idea of holding a bake sale was discussed, and it possibly being a Heritage themed sale. This will be discussed more at the next meeting.

Jane Murphy moved that the meeting be adjourned.

The next meeting will be Tuesday, May 8, 2018.