

## MERRICKVILLE PUBLIC LIBRARY

Merrickville Public Library Board's meeting was held Sept. 15, 2015 at 12:30 p.m. at the library.

Present: M-W: Brian Reid, John Harris, Victor Suthren, Sue Birta, Carole Roberts

Montague: Wendy Lewis-Simpson  
and Mary Kate Laphen (Librarian)

Absent:

Meeting called to order at 12:35 pm.

**1. Conflict of Interest:** None.

**2. Adoption of Agenda:** ADOPTED.

**3. Approval of Minutes:** Minutes from June 9/15 meeting – APPROVED.

**5. Correspondence:** None.

**6. Questions/ Presentations from Public:** None.

**7. Financial Report:** (see statement). Reviewed financial statement to Aug. 31/15.

• **Other Financial Updates:**

- There has been no word on the bequest.
- All data for the Provincial Operating Grant has been submitted. The grants will not go out until later in the fall.

**8. Friends of the Library Report:** The Bulb Sale raised over \$500. The Friends will have their AGM on Sept. 25.

**9. Librarian's Report:** see "Summer Highlights".

July and August were very busy. The summer children's programs went well. Participation by younger children was down, but participation by older children was up.

**Outreach/Partnerships:** The Historical Society has started work on their digital archives update. The project coordinator is doing a lot of the work out of our Genealogy/Local History room. I will be attending Christmas in Merrickville planning meetings, although I'm not sure how involved the library will be.

**Professional Development:** I will be "attending" a webinar on hosting a "How-to in 10" event this month. I am also investigating switching to new cataloguing/circulation software.

**10. Other Business:**

**a. Updates:**

- **Technology Plan/ Capacity Building Grant:** This is on track. The new equipment and software was purchased and installed over the summer. Almost all of the spending has been completed (Sept. 30 deadline). Switching over to the new circulation computer will be completed this month (this will not involve any additional expenditure). The post-project report deadline is Oct. 30.

**b. Policy Review:**

- i. **Policy Creation Policy** – reviewed and approved.
- ii. **Planning Policy** – revised to incorporate Community Needs Assessment Policy. Reviewed and approved as revised.
- iii. **Advocacy Policy** – reviewed and approved as amended.
- iv. **Sponsorship Policy** - reviewed and approved.

**c. Strategic Plan Timeline:** reviewed items for Fall 2015. Discussed action items and did preliminary planning for an Open House hosted by the board on Oct. 24.

**d. Other:** Discussed Carole's item re: encouraging small business to make use of library services/space.

**11. Next meeting:** Tues, Oct. 13 at 12:30 pm.

Meeting concluded.

Librarian \_\_\_\_\_

Chairperson \_\_\_\_\_