

West Grey Public Library Board Minutes

August 24, 2016

West Grey Public Library – Durham Branch

Present: Tim Dyck, Don Marshall, Bonnie MacIntyre, Dyan Jones, Denise Edwards, Malcolm Beddoe, Gerri Grant

Staff: Chief Librarian/CEO, Kim Priestman

Guest (s): Don Tremble

Regrets:

Call to Order

Meeting called to order at 5pm by Chair, Tim Dyck.

Declaration of Interest

It is recorded that there were no declarations of pecuniary or conflict of interest or the general nature thereof.

Other Business

1. New Durham Branch Location:

Dyan reported that –

1. She had contacted Burton's about the blinds and Holst about office furniture, etc and had the Burton quote reduced from \$1,750.00 to \$1,600.00 and a black out blind for the back window thrown in and Holst has agreed to give a discount on any purchases;
2. She has contacted Foodland (Sobeys) asking if they would be willing to donate cloth bags to be used in the move and they agreed to contact head office with our request;
3. She'll be contacting Bill Murdock to inquire about a phone interview with Kim to promote our new location;
4. She'll be attending the Friends of the Library meeting on August 31st to discuss the letter to NextEra (Kim said it was suggested that instead of asking for \$10,000.00 we ask for \$40,000.00);
5. She is also looking into a Community Foundation grant for 4 Ipads.

Bonnie reported that –

1. She had spoken with Don T. and he had agreed to come to the meeting
2. She reported that she had spoken with Jim Aitken (as had Don) and he is going to try to get packing boxes from the school board (Bluewater Catholic) and should be able to let us know by next week – the bins are plastic and he thinks measure 28 x 14 x 16;
3. She confirmed that Gerri will be on the agenda at the Lions meeting September 14th and that it had been suggested that Kim supply her with information as to cost of the children's area.

Kim reported that –

1. She met with the cleaners and the floors will be done on Monday and then a complete cleaning will be done on October 17th;
2. She has spoken with Brent at the Municipal office and he is looking into the parking;
3. She has suggested that the closing date be Saturday, October 1st and the opening date be October 18th and that if the schools are involved in the move that that date be Tuesday, October 4th;

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4. She said that the sign was ready to be ordered but Don T. had suggested a bigger sign, a digital sign, etc so this will be put on hold until after our September 21st meeting;
5. She will order a "flag" sign to be used until we get the sign we want;
6. She is going to speak to Kerri about the process for paying someone (Lions or Don T.) the \$5,000.00 to do the move and then have them donate the funds back;

Ratify motion from the August 19th, 2016 email stating Garry Hastie will be contracted to build new shelving and cut down present shelving to proper height to be used in the new building.

Moved by: Malcolm Beddoe
Seconded by: Denise Edwards
Moved

Don Tremble reported that –

1. He has extra and different lights that will work and he will have a couple installed to see what we think and once the shelving is in he will have his guys add the lights where needed;
2. He will install fans where needed;
3. He will remove the 2 windows to help air circulation in the computer room;
4. He suggested that we spend a winter there before doing anything about the door as he doesn't anticipate a problem;
5. He will supply trailers and bodies to help with the move and didn't think that Saturday, October 8th would be an issue even though it's Thanksgiving weekend;
6. He said that he had spoken with a couple of Lions about being involved and plans to go to their meeting to discuss his ideas.

2. Elmwood Resource Centre:

Any books donated for display at the Lutheran Church are not the responsibility of the West Grey Public Library Board.

Moved by: Gerri Grant
Seconded by: Denise Edwards
Moved

3. Historical Materials:

Gerri reviewed the minutes from the meeting held August 18th at the home of Donna Field to discuss local history. The minutes are below.

Gerri suggested the West Grey Public Library purchase Ralph Clark's eBook histories for Durham and/or townships.

Goals:

To convince Council of West Grey, West Grey Library Board and Durham Library Staff to designate a small corner in the new library as a local history/geneology centre.

To encourage Durham Library Staff to promote local history & to strengthen where needed their knowledge & computer skills as relates to our history.

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Thursday, August 18, 2016

Location: Home of Donna Field

Participants: Carol Lawrence [Council], Gerri Grant [Library Board], Donna Field [Archive historian], Norman Marshall [Homecoming], Ralph Clark [Archive historian], and regrets: Ron Murdock [Homecoming]

Focus: We shared ideas about the relocation of library and its impact:

1. on the archive room & its material
2. on the digitization of newspapers
3. on the emphasis of local history/geneology in the new library
4. on the training of library staff relating to local history

Discussion/Recommendations

Photo boards and artifacts:

1. Store boards at West Grey office with no additional expense
2. Carol Lawrence will have memorabilia & cabinets moved to West Grey office
3. Material would be available for fall fairs, homecomings, Lions Club events, church events etc.

Digitization Project:

1. \$3500 left to carry on the project
2. Funds may not be used for other library needs

Additional Information/Thoughts/Questions

From Carol Lawrence:

History Picture boards - Under the jurisdiction of Homecoming Committee

Mayor/Reeves Photo Gallery/cabinets & memorabilia - Under the jurisdiction of West Grey

From Ralph Clark:

I will look into the cost of laminating the 48 boards

Can we downsize the mayor pictures & add them to more picture boards

From Ron Murdock:

Why not have a computer in the local history/family history corner of the new library building with all digital, historical data on that hard drive ?

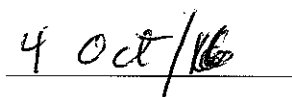
Next Meeting

The next regular meeting of the West Grey Public Library Board will be held on September 21st at 6pm, at the West Grey Public Library – Durham Branch.

Adjournment



Chair Tim Dyck



Date

1. The first part of the document discusses the general principles of the project and the objectives that have been set for the study. It is important to ensure that all team members are aware of these goals and understand their role in achieving them.

2. The second part of the document details the methodology used for data collection and analysis. This section should be clear and concise, providing a step-by-step guide to the procedures followed. It is essential to document all steps to ensure the reproducibility of the results.

3. The third part of the document presents the results of the study. This section should be organized into clear sections, with each section focusing on a specific aspect of the findings. It is important to provide a thorough explanation of the data and to include any relevant statistical analysis.

4. The fourth part of the document discusses the conclusions drawn from the study. This section should summarize the key findings and provide a clear statement of the overall results. It is important to discuss the implications of the findings and to identify any limitations of the study.

5. The fifth part of the document provides a summary of the project and a final conclusion. This section should reiterate the main points of the study and provide a clear statement of the overall findings. It is important to ensure that the summary is concise and easy to understand.

6. The sixth part of the document contains the references used in the study. This section should list all sources of information used in the research, including books, articles, and other documents. It is important to ensure that all references are properly cited and formatted.

7. The seventh part of the document contains the appendices. This section should include any additional information that is relevant to the study but that does not fit into the main text. This may include raw data, detailed calculations, or other supporting materials.

8. The eighth part of the document contains the index. This section should provide a clear and concise guide to the contents of the document, allowing readers to find specific information quickly and easily. It is important to ensure that the index is well-organized and easy to use.

9. The ninth part of the document contains the glossary. This section should define any key terms used in the study, ensuring that all readers have a clear understanding of the terminology. It is important to ensure that the definitions are clear and concise.