

**HEAD, CLARA AND MARIA PUBLIC LIBRARY**  
A regular meeting of the Head, Clara & Maria Library Board was held on  
April 12, 2010, at 1:00 p.m. in the Public Library

**1. ROLL CALL**

**Chair: Marlene Gibson**  
**Member: Betty Condie**  
**Member: Linda Chartrand**  
**Member: Dave Foote**  
**Member: Deborah Grills**

**2. PECUNIARY INTEREST- None**

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

**Moved by Linda Chartrand Seconded by Dave Foote**

BE IT RESOLVED THAT the minutes of the regular meeting of Monday, March 15, 2010  
be accepted as presented. Carried

**3. DEPUTATIONS – None**

**4. CEO REPORT –**

**REPORT OF CHAIR –** Rosanne Renzetti attended and gave a report on a new  
program offered called Compass which was created to support libraries in  
their use of the provincial e-resources.

**Cap Funding –** is available to 2011 but the handwriting is on the wall re it's  
continuance after that.

**5. CEO REPORT - on file**

**6. FINANCIAL REPORTS**

**Investment in Public Libraries Report**

**Cheque Log**

**Moved by Linda Chartrand Seconded by Dave Foote**

BE IT RESOLVED THAT the Cheque Log dated April 12, 2010 be accepted as presented.  
Carried

**Income comparative statement**

**Moved by Dave Foote Seconded by Betty Condie**

BE IT RESOLVED THAT the 2010 Budget be accepted as presented. Carried

**Moved by Betty Condie Seconded by Debbie Grills**

BE IT RESOLVED THAT the Comparative Income Statement dated April 12, 2010 be  
accepted as presented. Carried

**7. CORRESPONDENCE**

Head, Clara and Maria – letter re support for KO-Info only  
Lynda Dowdle – DVD titles-Info only  
Library Resources Group-Info only  
Laurie Gilles and Claire-Marie Paquette-Finlay – Survey Deadline-Info only  
Rosanne Renzetti – Overdrive-forward to MarleneGibson  
Rob Lavery- Workshops for Library Board chairs and CEOs-Info only  
Xplornet invoice-Info only  
Gwen Wheeler – Training for April-Info only  
SOLS – Mobile Library Application Webinars-Passed to Debbi Grills  
Southern Ontario Library DVD Pool-Librarian actioned  
Ontario Library Services- Jasi project-clarify with Katherine Slimman.  
Sols- Trustee Council #7 - are all board members receiving their copies-Remove Tom Garrison  
Barbara Franchetto – New Website for e-resources – COMPASS-Gayle Watters to follow-up.

**8. NEW BUSINESS**

**Request for Decision from HCM Library Treasurer-**

**Moved by Betty Condie Seconded by Debbie Grills**

**Recommendation:** That the Library Board obtain a credit card from the Scotia Bank to provide control and consistency in tracking all expenditures for the board as per the Municipal Procurement By-Law.

**WHEREAS** currently the only official method of making purchases for library purposes is either through petty cash or cheque requisition;

**AND WHEREAS** various individuals are making purchases on their personal credit cards for library purposes;

**AND WHEREAS** our procurement by-law requires that purchases be made via petty cash or municipal credit card;

**AND WHEREAS** having a single statement mailed to the treasurer with a list of all purchases would make reconciling expenses to available grant funds more efficient;

**THEREFORE BE IT RESOLVED THAT** the Head, Clara & Maria Library Board does hereby resolve to apply for two credit card(s) in the HCM Library name with a limit of \$ \_\_\_\_\_ each to be used towards library purchases to facilitate purchasing, record keeping control;

**AND BE IT FURTHER RESOLVED THAT** the Librarian and the Library Board Chair be granted signing authority credit cards on the HCM Library's behalf. *Defeated*

**Circulation Policy**

**Moved by Dave Foote Seconded by Betty Condie**

BE IT RESOLVED THAT we adopt Policy Number Op-001 for our Circulation Policy as amended. *Carried*

**Laptop Lending Policy** – will be presented at the next meeting with the proposed changes.

**CPU stand for Digitization** – a unit was built by Jim Gibson and is working well.

**9. REPORTS OF COMMITTEES**

**JASI** - 600+ items have been catalogued on the automated system  
Katherine Slimman is coming April 2020  
Printer needs software to be installed

**Digitization** – Nancy's Report – one file  
- Disclaimer for Digitization for project

**Moved by Debbi Grills Seconded by Linda Chartrand**

**WHEREAS** the Digitization Assistant is the person that has reviewed the documents and/or articles pertaining to the History Project

**AND WHEREAS** the Digitization Assistant has discovered many documents containing language and views specific to the authors of documents

**THEREFORE BE IT RESOLVED THAT** the following disclaimer be used to clarify responsibility for the above mentioned language and views to protect the Head, Clara & Maria Public Library from liability.

*Carried*

*"Disclaimer: The views and opinions expressed in this article are those of the authors and do not necessarily reflect the official position of the United Townships of Head, Clara and Maria Public Library or Council. Neither of the United Townships of Head, Clara and Maria Public Library or Council accepts any responsibility for such views."*

“Some language may be offensive to some viewers – viewer discretion is advised.”

**10. UNFINISHED BUSINESS**

**May Madness May 15 2010 –float motion**

Moved by Dave Foote Seconded by Betty Condie

WHEREAS, as the library is holding the May Madness event;

BE IT RESOLVED THAT a co-coordinator / delegate be assigned to be responsible for assigning of personnel and coordination of activities for May Madness.

Moved by Debbi Grills Seconded by Linda Chartrand

WHEREAS, advanced purchases and change for the day is needed;

BE IT RESOLVED THAT the sum of \$500.00 be given to the Coordinator of May Madness for a float for expenses and May Madness money needs.

May Madness will run from 9-1. Setup will be Friday May 9 in the morning starting at 9 a.m.

**GICs – Review**

**ACCESSIBILITY –**

**Policy, Procedures and planning meeting – (Strategic Plan)**

**\$17000 Credit and associated ventures.**

**11. BY-LAWS - none**

**12. QUESTIONS AND ANSWERS**

**It was asked if we could set up on the Friday for May Madness?**

**13. ADJOURNMENT**

**Moved by Dave Foote Seconded by Debbi Grills**

BE IT RESOLVED THAT this meeting adjourn at 3:30 p.m. To meet again May 10, 2010 in the Library at 9 a.m. Carried

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary/Treasurer