

HEAD, CLARA AND MARIA PUBLIC LIBRARY
A regular meeting of the Head, Clara & Maria Library Board was held on
June 27, 2011 at 1:00 p.m. in the Library

1. **ROLL CALL**

Chair: Marlene Gibson
Member: Betty Condie
Member: Dave Foote
Member: Deborah Grills
Member: Cathy Balla-Boudreau-

2. **PECUNIARY INTEREST- None**

3. **APPROVAL OF MINUTES OF PREVIOUS MEETING**

Moved by Debbi Grills Seconded by Dave Foote

BE IT RESOLVED THAT minutes for May 16, 2011 be accepted as presented.

Carried

4. **DEPUTATIONS- none**

5. **REPORT OF CEO –**

Our Library security system is now armed and most volunteers are aware of how disarm the system.

After the grant webinar- offered ideas of how to follow-up after receiving moneys and some info on the more user friendly Ontario Trillium Grant/
Completed the Annual survey and submitted it on schedule.

6. **Report of Chair –**

-Capacity Building Grant may require a meeting during the summer when more information is made available as to the particulars of the grant spending rules.

-Playaway procedure on returning items need developing to avoid costly mail outs and allow for correct copies of mailing documents to travel with package. Gayle Watters is to email Alain Cote to see if there is a schedule we can follow to better determine what date the Playaways need to be mailed out to the next library so we can make sure all items are returned in time for shipping.

-Calendar of events is needed for the library for posting and handing out. This item could also be merged with the community calendar now available through the township office.

7. **FINANCIAL REPORTS**

**CAP Grant Report –
Cheque Log**

Moved by Dave Foote Seconded by Debbi Grills

BE IT RESOLVED THAT the Cheque Log generated on June 21, 2011 accepted as presented.

Carried

Comparative Income statement

Moved by Betty Condie Seconded by Dave Grills

BE IT RESOLVED THAT the Comparative Income Statement Report generated on June 21, 2011 be accepted as presented.

Due to some discrepancies that could not be explained

Defeated

8. **CORRESPONDENCE**

Barbara Franchetto- Update: Overdrive Kindle Library Lending Program in U.S. – Info only

- **OverDrive Revised Fee Schedule- Gayle to complete the survey and commit to Overdrive in 2012 as per the motion below.**

Moved by Cathy Balla-Boudreau Seconded by Betty Condie

BE IT RESOLVED THAT we commit to paying the fee for the Overdrive program for 2012 – fee of 250.00 plus checkouts.

Carried

John Lee – CAP info- Gayle to write letter
The Ontario Public Library Association-Info only
Nancy Champagne- Skuce Voices of our History-Info only
Beth Harding – Compass handouts
Ghyslain Sabourin – Jasi – Christmas hours-actioned already
Year End Financial Statements – handouts
Ashley Muir- Connectivity Funding- Gayle is to find out what our processing speed is with Xplornet.
Serge Aubin – JASI NOTES-Info only

9. NEW BUSINESS

Card Luncheon Fundraiser date has been set to Oct. 20 2011. Joyce Aiston and Sue Giroux have offered their support to manage this event and it was decided that a motion would be passed to allow for expense money will planning the event.

Moved by Dave Foote Seconded by Debbi Grills

Whereas a fundraising event requires much advanced planning,
And Whereas some purchases can best be made prior to the event,
Therefore be it resolved that the Head, Clara and Maria Public Library Board authorize an advancement of \$400.00 be made to cover expenses for the planned Card Luncheon Fundraiser to be held in the fall of 2011. *Carried*

Signal – Capacity Building Grant - \$2000.00

Coffee mornings – As a couple of individuals have inquired about our Coffee Mornings it was decided that we would decide to plan 2 over the summer and invite Larry Schroder of the Deep River and District Hospital and Karen Sandhu from the Renfrew Health Unit to come as guest speakers.

Summer Reading Program – Cathy Balla-Boudreau to pick up as needed and some will be given to the area camp sites.

Acrylic display units are needed to display some pertinent information and the board has agreed to Gayle Watters checking out the pricing and picking these up.

11. REPORTS OF COMMITTEES

JASI- an upgrade has just been completed by the OLS-N. Training of one of the volunteers to catalogue magazines while Marlene is away is to be arranged. An inventory of our collection is also needed over the next couple of months.

Digitization – Ontario Tool Kit has been upgraded.

Accessibility – No Report

12. UNFINISHED BUSINESS

May Madness- results will be available for our September meeting.

Website is live. However a couple of changes have been suggested, such as under the On-Line resource section we need a search option to reduce scrolling time and the Ibistro catalogue needs a link back to the library's website.

GICs – Review - August 2011

Policy, Procedures and planning meeting – (Strategic Plan)

13. BY-LAWS - none

14. QUESTIONS AND ANSWERS

15. ACTION ITEMS –

-Marlene Gibson – Library Board Development Kit to be ready for September

-Gayle Watters- a list of vendors and phone numbers for eResources items.

- find a way to recoup Library volunteered hours.

Debbi Grills- Calendar

16. ADJOURNMENT

Moved by Cathy Balla-Boudreau Seconded by Dave Foote

BE IT RESOLVED THAT this meeting adjourn at 3:58 p.m. to meet again Monday Sept 12, 2011 at 1:00 p.m. in the Library. *Carried*

Chairperson

Secretary/Treasurer