

HEAD, CLARA AND MARIA PUBLIC LIBRARY
A regular meeting of the Head, Clara & Maria Library Board was held on
March 14, 2011 at 1:00 p.m. in the Library

1. **ROLL CALL**

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

2. **PECUNIARY INTEREST- None**

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

Moved by Betty Condie Seconded by Cathy Balla-Boudreau

BE IT RESOLVED THAT minutes for February 14, 2011 be accepted as presented.

Carried

Moved by Debbi Grills Seconded by Dave Foote

BE IT RESOLVED THAT minutes for February 28, 2011, to finalize policies for Procurement and Playaway lending be accepted as presented.

Carried

Moved by Dave Foote Seconded by Debbi Grills

BE IT RESOLVED THAT minutes for special meeting of March 7, 2011, to approve a Board Chair, (Marlene Gibson) and to set the budget for 2011 be accepted as presented.

Carried

5. **DEPUTATIONS- none**

6. **REPORT OF CEO –**

Security in the library - it has been suggested that once all members are back in the area we set up a training and notify township office when it is done to avoid alarms

Annual survey – no correspondence received on this as of yet but have printed off the 2009 form to do a mock up while waiting for 2010 forms

Website – Deadline passed – but the site is almost live- need to answer some hosting questions before that happens. The history of the Library need to be written and am hoping someone on the board can do this.

Play away policy – need to verify form is done and ready to go

Compass 101 – started this webinar and submitted 5 weeks of answers. No prizes as of yet.

Coffee mornings - March 11 15 attended- well received and great info.

March 22 – poster ready to go, email sent and Facebook updated

April 8 - to be done once the 22nd has been done

NOTE – I am away on the 22nd so just to verify all is ready to go. Will notify Richard Owen to look for Betty Condie.

7. **REPORT OF CHAIR-**

Jasi – The timing of the bills has resulted in our paying twice this year, the second bill due in June or July. We will be caught up in 2012.

Barbara Franchetto- Overdrive- based on our population of under 1000 we will pay \$500.00 next year.

-help with Internet- as we have 1 year left in our contract to finish we will look at options of help funding connectivity at a later date.

(note; Average of 10g /month will be \$60.00)

Training- as there is not much in training to plan with at our budget meeting we will need to review throughout year if required.

May Madness will be May 14, 2011 from 9-1. Once again we will run; a plant sale, Book sale and Silent Auction, Flea market tables and Bake sale table *may be available*. Betty Condie will contact the hospital auxiliary about renting a table and we will advertise tables to be rented for \$10.00 each. A breakfast sandwich will be available for purchase.

8. FINANCIAL REPORTS

CAP Grant Report – Money is spent and receipts will be submitted by month's end so we may be reimbursed.

GICs – GICs of 3026.98 + 97.53 (interest) totalling 3124.51 are in the Township treasury account earning an interest of 3.12% and will need to be reviewed in September of 2011. The choice at that time will be whether or not to move them from the treasury account based on the interest to be earned at that time.

Cheque Log

Moved by Cathy Balla-Boudreau Seconded by Betty Condie

BE IT RESOLVED THAT the Cheque Log covering the period of 01/01/2011 to 01/31/2011 be accepted as presented. *Carried*

Comparative Income statement

Moved by Dave Foote Seconded by Debbi Grills

BE IT RESOLVED THAT the Comparative Income Statement Report covering the period of Jan. 1, 2011 to Feb 11, 2011 be accepted as presented.

Carried

9. CORRESPONDENCE

E-Resources- Library Participation Agreement- to be signed and sent.
Hon. J. Moore P.C., M.P- Canada Day Posters-Info
Handyman – Subscription-submit for payment.
Ministry of Training Colleges and Universities – Barb Simmons- Ontario Jobs-info only
Nutrition Plus –renewal request-info only
Barbara Franchetto – Overdrive contract info-info only
Ontario Library Service – North – Municipal councillor's Public Library Handbook- sent to Council

10. NEW BUSINESS

Playaway Lending Agreement

11. REPORTS OF COMMITTEES

JASI- No report
Digitization – No report
Accessibility – No Report – **call CNIB re the label size needed.**

12. UNFINISHED BUSINESS

E Resources – assigning different ones to Board Members or Volunteers-Postpone
Privacy Commissioner – Dave Foote- see form
Nancy Champagne-Skuce- using Library Equipment- will only be used in house.
TD-Summer Reading Program- Cathy Balla-Boudreau-info only
HCM Library Budget for 2011- Handouts only
Website – past completion date but still updating info.
GICs – Review - August 2011
Policy, Procedures and planning meeting – (Strategic Plan)
\$17000 Credit –Reporting
Card Luncheon – waiting for Joyce Aiston to return

13. BY-LAWS - none

14. QUESTIONS AND ANSWERS

15. ACTION ITEMS –

Call Katherine Slimman-Marlene Gibson

16. ADJOURNMENT

Moved by Betty Condie Seconded by Debbi Grills

BE IT RESOLVED THAT this meeting adjourn at 2:45 p.m., to meet again April 11, 2011 at 1:00 p.m. *Carried*

Chairperson

Secretary/Treasurer