

Head, Clara and Maria Public Library Board Meeting Minutes

A regular meeting of the Head, Clara and Maria Public Library Board on Wednesday, November 26th, called to order at 1:10pm

1. Roll Call:

Chair: Marlene Gibson **Member:** Betty Condie
Member: Dave Foote **Member:** Fran Kelly-Chamberlain
Member: Cathy Sutherland **CEO:** Candice Hersak

2. Pecuniary Interest: None.

3. Approval of Minutes of Previous Meetings (*Resolution #1*)

Moved by Bettie Condie, Seconded by Fran Kelly-Chamberlain

Be it resolved that regular minutes for November 15, 2014 be accepted as presented.

Carried

4. Business Arising from the Minutes

2015 Budget: -The CEO shared the new information emailed to her that the library would be eligible for \$5398 from the OLCF grant for 2015. She then read out from the list of approved expenses for said budget. There was some discussion on what the library would like spend it on, including computers, software, battery backups and printers.

- After some discussion, it was decided that the board would pass the budget with three amendments

Moved by Cathy Sutherland, Seconded by Dave Foote

Be it resolved that the 2015 budget be approved following the most recent expenditures and revenues being updated by the treasurer, the grant is to be removed and the reserves be balanced. Carried

Connectivity grant update: - The CEO believes that the HCM Public Library will be eligible for the internet connectivity grant once the township and library improves their bandwidth. She is in contact with SOLS and will continue to look into what the library needs to apply for this grant.

5. Report of the CEO

- The CEO reminded the board that she was there to help advise the board on different library matters, as it is needed.
- Jasi Update: The CEO has decided to keep the Holds procedure 'as is' after looking into an automated service. The automated service is not something that will work for this library.
- The Board reviewed the written portion of the CEO report. There were no questions.
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6. Report of The Chair

- The Chair informed the Board of some issues with the interlibrary loans. The CEO will be creating a procedure for ILL to help with these issues.
- The Chair reported on the Crime Stopper Calendars. She asked that everyone be aware of address changes as there was some difficulty last year tracking down one of the winners. There was some discussion on different events the calendars could be sold at.
- The Chair requested that the board confirm dates soon for 2015 fundraisers that use the Township's hall since the hall is getting booked quickly for the upcoming year.
- After some discussion, it was decided that the CEO would look into the "Your Money Seniors" and find out more information about the program.
- There was some discussion on what is needed for the set up and snacks for the visit from the Again Well Theatre.

7. Financial Reports

Accounts Payable Cheque Register : Moved by Fran Kelly-Chamberlain and Seconded by Betty Condie

Be it resolved that the Accounts Payable Cheque Register Report covering the period of Oct 31-Nov 26, 2014 be accepted as presented. Carried

Statement of Revenue & Expenditures: Moved by Cathy Sutherland and Seconded by Fran Kelly-Chamberlain

Be it resolved that the Statement of Revenues and Expenditures cover the period of Jan- Nov 26th, 2014 be accepted as presented. Carried

Fall Card Party Financial Report:

- The Board discussed a conversation that occurred between Cathy Sutherland, Candice Hersak and the Township that occurred prior to the board meeting. The Township notified Cathy Sutherland that they needed original receipts (not copied ones that were given to them) in order to offer refunds to the volunteers. The Township asked that this information be passed on so that it wouldn't be a problem in the future. The Board agreed that they would make an effort to remember this.

- The financial report will remain 'as-is'.

- The Board discussed the importance of thanking the library volunteers and will look into different ways of doing this.

8. Correspondence

OPL Update: The CEO read a copy of the letter emailed to the library in response to our letter sent to the minister in support of the Ottawa Public Library's letter writing campaign. It was noted that most libraries who sent in letters received a personal phone call from the minister.

9. New Business

- A Cathy Sutherland asked if it would be possible to adjust the time in which Board Meetings are held. After some discussion, it was decided the Board Meetings would remain at the same time.

10. Reports of Projects

History Project: Cathy Sutherland will be meeting with Pam Charron to learn what is needed to take over the management of the project.

11. Adjournment*(resolution)*

Moved by Fran Kelly-Chamberlain, Seconded by Cathy Sutherland

Be it resolved that the meeting adjourn at 3:25pm to meet again January 7th, 2015 at 1pm in the Library. Carried