

Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting held on September 9th called to order at 1:00pm.

1. Roll Call:

Chair:	Marlene Gibson	Member:	Betty Condie
Member:	Dave Foote	Member:	Fran Kelly-Chamberlain
Member:	Cathy Sutherland	CEO:	Melanie Theil

2. Pecuniary Interest: None

3. Approval of Minutes of Previous Meetings:

Resolution #1 Moved by Betty Condie, Seconded by Fran Kelly-Chamberlain.

Be it resolved that regular minutes for June 15th, 2015 be accepted as presented. CARRIED

4. Business Arising from the Minutes:

5. Report of the CEO:

- **Mel** will correct spelling of Gayle's name on CEO's report.
- **Mel** to check is we have received any info on Library Week, from SOLS. Ideas were discussed for the upcoming Library Week (ballot system, G/Cs from Chapters -\$25, \$15, and \$10).
- **Mel** will put Library Week and Card Party info in Newsletter, on library website, and in NRT.
- **Mel** to check with Melinda/Noella – how much did we receive for old laptop, through bidding process. Notify Library Board members.

6. Report of The Chair:

- The Chair reported that the Gayle will be compensated, by the township, for her time spent training Mel on Annual Report.
- Updates on computers and laptops –each computer and laptop should be checked for necessary virus software.
- There is no “Admin” option on book computer. **Mel** to add.
- Should we hire someone to check all computers for necessary and unnecessary software? **Mel** will check to see if this could be covered under 2015-2016 OLCF-ITS grant.
- **Mel** to attend October 8th SOLS meeting in Carleton Place?
- 2016 Crime Stoppers Calendars are ready for pickup. There were 4 winners in the HCM community. **Mel** will advertise calendars in NRT, newsletters, and library webpage.
- Card party is scheduled for Thursday, October 22nd. **Mel** will advertise in NRT, newsletter, COGECO, and library webpage.
- Battery backup on main computer blew up. Mel purchased and installed a new one.

7. Financial Reports:

Accounts Payable Cheque Register:

Resolution #2: Moved by Fran Kelly-Chamberlain, Seconded by Betty Condie.

Be it resolved that the Accounts Payable Cheque Register Report covering the period of June 9th to September 4th, 2015 be accepted as presented. CARRIED

Statement of Revenue & Expenditures:

Resolution #3: Moved by Fran Kelly-Chamberlain, Seconded by Cathy Sutherland.

Be it resolved that the statement of Revenues and Expenditures covering the period of January 1st to Sept. 4th, 2015 be accepted as presented. NOT CARRIED - The following amendments are requested: under Expenses, Line 01-5002, under the "Balance" column, the amount should read \$4,921.73 instead of "\$0.00", and the "Description" should be amended by removing the words "(2 for patrons, & 1 for Library CEO)". **Mel** will ask Noella to make the requested changes and resend prior to October meeting.

8. Correspondence:

- None

9. Policies:

None

10. New Business:

- Card Party – Cathy will be purchasing more tables. We currently have 16, need 8 more. Can be shown in budget under Furniture and Repairs. Marlene checked with Melinda, re: storage of new tables – no problem. Another planning meeting will be set in order to discuss menu.

11. Reports of Projects:

History Project:

- Cathy suggested purchasing a portable scanner; **Mel** will check to see if one can be purchased under 2015-2016 OLCF-ITS grant.

12. Questions and Answers:

- A suggestion was put forward, from the community/library volunteers, to close library on Tuesday evenings for 3 months in winter. Library has found a volunteer to work Tuesday evenings.

13. Action Items:

- **Mel** will correct spelling of Gayle's name on CEO's report.
- **Mel** to check if SOLS has sent info on Library Week.
- **Mel** will advertise Library Week, Card Party, and 2016 Crime Stopper Calendars.
- **Mel** to find out how much we received for old laptop.
- **Mel** to add Admin to book computer.
- **Mel** will request changes to Statement of Revenue & Expenditures.
- **Mel** to check 2015-2016 OLCF-ITS grant terms for purchase of portable scanner, as well as contracting IT services to check software on computers.

14. Adjournment

Resolution #4: Moved by Dave Foote, Seconded by Cathy Sutherland

Be it resolved that this meeting adjourn at 11:27am to meet again Wednesday, Oct. 14th, 2015 at 10:00am in the Library. CARRIED

Chair – Marlene Gibson

Secretary – Melanie Theil