

**HEAD, CLARA AND MARIA PUBLIC LIBRARY**  
**A regular meeting of the Head, Clara & Maria Library Board was held on**  
**Nov 15, 2011 at 1:00 p.m. in the Library**

**1. ROLL CALL**

**Chair: Marlene Gibson**  
**Member: Betty Condie**  
**Member: Dave Foote – 10:30**  
**Member: Deborah Grills**  
**Member: Cathy Balla-Boudreau**

**2. PECUNIARY INTEREST- None**

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

**Moved by Betty Condie    Seconded by Debbi Grills**

BE IT RESOLVED THAT minutes for Oct, 19, 2011 be accepted as presented.

*Carried*

**4. DEPUTATIONS- none**

**5. REPORT OF CEO –**

- Winners of the Library Week Draw; Laurel Lentz - 25, Bob Grills-15, June Vaughan-10,
- Microsoft Security Essential is now on all three desk tops but I have to load laptops
- Cap site system #1 is not working. This system will need replacing.
- Survey week – have been tracking down usage for our survey week from on line resources. I was also waiting for a reply re using October instead of Nov and this choice has been okayed.
- Picked up two acrylic wall mounted display units from Staples.
- Purchased a chair from Staples also.
- Library Operation Grant Application has been completed and mailed off.
- Paper – need to look at paper as it seems to be very low. Check cartridges also.

**6. Report of Chair –**

- Attended Trustees Council Meeting in Barry's Bay.
- Spotlight for CAO in Public Libraries – a publication that is forthcoming
- Francis Stalker has been hired a a writer by SOLS (Check SOLS website) She is an excellent resource for Strategic Plans.
- In order to receive funding a library board must have their own bank account and we do.
- We should look into whether we have adopted Robert's rules of order.
- Friends of the Library groups have been meeting with Rod Sawyer after the Trustee Council meetings. Marlene asked Rod if she could attend the next session (April) in order to pick up some fund raising ideas and pointers and he agreed.
- Before we can develop a Strategic plan, we have to have our Policies in place.
- Since we are not members of the Federation of Public Libraries, we do not need to complete any of their surveys.

**7. FINANCIAL REPORTS**

Cap Grant Report – no report  
Cheque Log – no report  
Comparative Income Statement– no report  
Capacity Building Grant– no report

**8. CORRESPONDENCE**

Sols- First Nations Read Poster-Posted  
Canada Post – It's time to write to Santa - Post  
Successful Investor – renewal notices-renew out of Capacity Building Grant  
Anne Langevin – Jasi Conference – Marlene attending  
L. Gillies – Photo Essay-Marlene to take pictures and Gayle will submit  
K. Reid – E-resources reminder for Tier 2 products-confirm Ancestry is Tier 2

Rob Lavery – DVDs and public Viewing – info only  
SOLs – Compass Newsletter- Forward to Cathy Balla-Boudreau

**9. NEW BUSINESS**

**Xplornet and Cap grant** – Xplornet has a new satellite coming on line in Jan/Feb of 2012 (4G). We may need to update our IP address with Jasi and our resources.

The board agreed that 124.99 per month (with the Townships' share of the cost) is feasible.

**Moved by Cathy Balla-Boudreau Seconded by Debbi Grills**  
BE IT RESOLVED THAT we renew our contract with Xplornet for 3 years with the new 4G system. This system would be for the Library and the Office Carried

**Capacity Building Grant monies-** The acrylic shelving, collection will be charged to the capacity building grant monies.

**Appoint new Treasurer for Library Board**  
**Moved by Cathy Balla-Boudreau Seconded by Debbi Grills**  
BE IT RESOLVED THAT effective December 26, 2011 Noella LeBreton will replace Ruth Morin as Treasurer of the Head, Clara and Maria Library Board for the remainder of the term. Carried

**11. REPORTS OF COMMITTEES**

**JASI-** Inventory is still ongoing.

**Accessibility** – No Report

**Digitization** – Our Ontario has asked for funding to continue to host our Digitization Project (Vita Tool Kits) so the following motion was passed..

**Move by Dave Foote Seconded by Cathy Balla-Boudreau**

BE IT RESOLVED THAT the library continue with the fee for service for the VITA Tool Kit @ \$349.00 for July 1, 2013 to June 30, 2014. Carried

**12. UNFINISHED BUSINESS**

Capacity Building Grant

Policy, Procedures and planning meeting – (Strategic Plan)

**13. BY-LAWS - none**

**14. QUESTIONS AND ANSWERS**

1. Debbi Grills asked if there was a local IT person we can call as needed and was informed that we have Gary Kruger available to us.
2. Cathy Balla-Bourdreau asked if David Balla-Boudreau's name should be included with the list of names on the History Project Committee. It was answered yes as he is there as a Consultant.

**15. ACTION ITEMS –**

- Gayle Watters- a list of vendors and phone numbers for eResources items.
- find a way to recoup Library volunteered hours.
- Debbi Grills- Calendar
- Marlene to look for Essential Guidelines for Boards
- Debbi Grills to label our printer re cost of copies.
- Library Board members were asked to review Section 1 of their Board Orientation Kit.
- Marlene to ask Bill about the specs on the new computer need for Cap site 1.

**16. ADJOURNMENT**

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

BE IT RESOLVED THAT this meeting adjourn at 10:37 p.m. to meet again Monday Dec. 14, 2011 at 1:00 p.m., in the Library. Carried

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Chairperson

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Secretary/Treasurer