

**HEAD, CLARA AND MARIA PUBLIC LIBRARY**  
 A regular meeting of the Head, Clara & Maria Library Board was held on  
 January 16, 2012 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 Cathy Balla-Boudreau Seconded by Debbi Grills**

BE IT RESOLVED THAT minutes Dec. 12, 2011 be accepted as presented.

*Carried*

**4. DEPUTATIONS- none**

**5. REPORT OF THE CEO**

- ✓ Submitted a Club News for the Dec issue of the NRT
- ✓ Drafted some changes to the procurement policy- sent out to board members for review
- ✓ Worked with Ministry of Culture rep. Mima Casola re the Library Operating Grant
- ✓ Arranged the Jan speaker – Cecilia Buelow
- ✓ Library Pamphlet – started re drafting...old Print shop program not working so old data is lost.
- ✓ Website –has been updated with the new format to Eresources by OLS-n.
- ✓ Inter Library Loan – completed the annual survey for this resource.
- ✓ Museum Passes – worked a bit on these...re still valid and new ones coming in the spring Patron asked about them.
- ✓ Tumblebooks stick - A patron commented how much the kids enjoyed this but their download capabilities were restricted and I offered the stick made available to our library.
- ✓ Volunteer Confidentiality forms...need review and volunteers need to complete and sign forms for another year. (This should be done on a more regular basis)

**6. Report of Chair –**

- ✓ 15million final survey completed
- ✓ New computer is to be ordered from TCS once the required RAM is confirmed.
- ✓ 50 DVDs were given to the library and Marlene Gibson is arranging for the items to be viewed and critique for library use.

**7. FINANCIAL REPORTS**

Cap Grant Report –

Cheque Log –

Moved by Dave Foote Seconded by Betty Condie

BE IT RESOLVED THAT The Cheque log generated on January 11, 2012 be accepted as presented/amended.

*Carried*

Comparative Income Statement–

**Moved by Debbi Grills Seconded by Cathy Balla-Boudreau**

**BE IT RESOLVED THAT** the Comparative Income Statement generated on January 3, 2012, be accepted as presented/amended.

*Carried*

Moved by Debbi Grills Seconded by Dave Foote  
BE IT RESOLVED THAT The Comparative Income Statement generated on January 11, 2012,  
be accepted as amended. *Deferred*

Capacity Building Grant

**7. CORRESPONDENCE**

**Richard Moorhouse -Ontario Heritage Week 2012- Info only**  
**Dave Foote -Statistical Report – Privacy Commissioner- filed**  
**Beth Harding – Overdrive Website – More follow-up needed**  
**Beth Harding – TumbleBooks UNPLUGGED Renewal - info only**  
**Connie Le – TumbleBooks UNPLUGGED Renewal – info only**  
**Peggy Malcolm – TD Summer Reading Order Form – Not participating this year.**  
**Dan Smith – The New and Improved SVA – Info only**  
**Xplornet – new 4G broadband satellite – Info only**  
**HCM News and Updates – Info only**  
**Linda Langedijk – Interloan Stats – survey completed.**  
**Susan Ross – OLA Super Conference – Forward email to M. Gibson.**  
**Serge Aubin – Enterprise 1 – Info only**  
**L. Gillies - \$15 Million Program Evaluation Survey – Completed by Marlene Gibson. – info only**  
**Handy-Man renewal notice – Not renewing at this time.**

**8. NEW BUSINESS**

Petty Cash Account and Ephemeral Items – we will ask the treasurer to open a new account called Ephemeral Items to track these dollars.  
Betty has 100,000.00 dollars in tapes which should earn us \$200.00  
Cathy Balla-Boudreau is taking the Compass 101 training.  
Noella LeBreton will attend the February 14 meeting for an “In Conversation” session  
A list of questions will be collected and forwarded to Nina Shah.

**9. PROJECT REPORTS**

Jasi – Enterprise 4.1 is now installed and working and the on-line Catalogue will be updated every Monday night as to the new books etc. There will be a Tele Conference for libraries to get to know the site.  
SVA – calls are now available however our library is not partaking of this program.  
Calendar need a date change as the emails are still sent on a Sunday.  
Volunteers need to know if they cannot get on to Jasi to call Gayle or Marlene.

**12. UNFINISHED BUSINESS**

Review Procurement Policy  
Capacity Building Grant  
Policy, Procedures and planning meeting – (Strategic Plan)

**13. BY-LAWS - none**

**14. QUESTIONS AND ANSWERS**

- ✓ *Can Answers be added to the minutes? Yes.*
- ✓ *Can Noella’s “in Conversation” session happen on February 6 2012 ? No but will happen at the February 14 meeting.*
- ✓ *Debbi Grills asked if printing can occur on two sides of the paper to save paper or combine reports as there is a lot of wasted space. We are already printing on two sides, but will try to find a way to combine reports when they contain only small amounts of information.*
- ✓ *Cathy Balla Boudreau asked if there would be any interest in a “Children’s Program” and if it would be possible to get some of the money from the Vesey’s funds to purchase a mat? Yes there is most likely some that would be interest but Cathy would have to approach the township clerk and or council re the Vesey Funds.*

- ✓ *Marlene asked if we could canvas for westerns and romance novels in our club news and by word of mouth. Yes- we can put this in the club news and Gayle will send an email out looking for donations.*
- ✓ *Betty asked if the HCM Library Mystery could be submitted into the Match it up Column of the NRT and Gayle will make request.*
- ✓ *Marlene asked if a draft agenda could be sent to her prior to the meeting and it will be.*

**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
- Debbi Grills to label our printer re cost of copies.
- Library Board continue reading of Board Orientation Kit pages 21-32.
- Add [jasupport@olsn.ca](mailto:jasupport@olsn.ca) to our email address book

**16. ADJOURNMENT**

**Moved by Cathy Balla-Boudreau Seconded by Betty Condie**

BE IT RESOLVED THAT this meeting adjourn at 3:45 p.m. to meet again Monday February 14, 2012 at 1:00 p.m., in the Library. ***Carried***

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Chairperson

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Secretary/Treasurer