

HEAD, CLARA AND MARIA PUBLIC LIBRARY
 A regular meeting of the Head, Clara & Maria Library Board was held on
 February 14, 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 Dave Foote Seconded by Cathy Balla-Boudreau

BE IT RESOLVED THAT minutes Jan. 16, 2012 be accepted as presented.

Carried

4. DEPUTATIONS- none

5. REPORT OF THE CEO

Submitted a Club News for a Jan issue of the NRT and Ad for Match it up column.

Arranged for Nina Shah to attend the March coffee morning as a presenter, and have sent her what questions I received.

Library Pamphlet – work in process

Volunteer Confidentiality forms...to be reviewed for comments from the board.

Note; When disposing of assets any item has to be reported to the treasurer with the appropriate identifying numbers etc.

Meeting Prep

6. Report of Chair –

- ✓ Marlene made a suggestion of Book Donations . The books would be bought by a member of the library, giving them first read and a tax receipt. This program would add to our collection while saving money for the library.
- ✓ The library has come into a mystery donation of 200.00 which was handed in with Valu mart receipts and has never been claimed.
- ✓ An email is needed to go out to our members re the changes to our on line catalogue which is now called Enterprise to notify them also that they will automatically go to the new interface when signing into on line link.
- ✓ Marlene requested that emails going out to friends of the library with announcements be sent blind copied.
- ✓ Marlene has also asked that any volunteer working the library or just in processing their own items take the time to discharge items in the return box to help facilitate a more up to date system.
- ✓ Small Libraries meeting will be held in Pembroke on March 8, 2012 and will include a going away luncheon for Maureen Bakewell of the Laurention Hills Public Library. The topic of the meeting will be about the automated changes to the Annual Survey process.

7. FINANCIAL REPORTS

Cap Grant Report –info only

Cheque Log –

Moved by Betty Condie Seconded Debbi Grills

BE IT RESOLVED THAT The Cheque log generated on February 14, 2012 be accepted as presented.

Carried

Comparative Income Statements-

Moved by Cathy Balla-Boudreau Seconded Dave Foote

Whereas it has come to the attention of the secretary of the Head, Clara and Maria Public Library that the Comparative Income Statement of January 3, 2012 is in fact not correctly transacted

And whereas a new comparative income statement is being generated and dated for the year 2011 with the correct transactions,
THEREFORE BE IT RESOLVED THAT The Comparative Income Statement generated on January 3, 2012 and accepted as amended, by motion numbered 3, be now rescinded.

Moved by Debbi Grills **Seconded by** Betty Condie
BE IT RESOLVED THAT the Comparative Income Statement generated on February 13, 2012, be accepted as presented. *Carried*

Income Statements-
Moved by Dave Foote **Seconded by** Cathy Balla-Boudreau
WHEREAS it has come to the attention of the secretary of the Head, Clara and Maria Public Library that the Income Statement of January 11, 2012 is in fact not correctly transacted, AND WHEREAS the Income statement was referred to as “Comparative Income Statement incorrectly,
AND WHEREAS a new Income statement is being generated for the year 2012 with the corrected transactions,
THEREFORE BE IT RESOLVED THAT The Income Statement generated on January 11, 2012 and deferred by motion numbered 4 be now rescinded. *Carried*

Moved by Betty Condie **Seconded by** Debbi Grills
BE IT RESOLVED THAT the Income Statement generated on February 13, 2012, be accepted as amended. *Carried*
Capacity Building Grant-Info only

7. CORRESPONDENCE

Missing Link Snowmobile Club – use of library
Moved by Dave Foote **Seconded by** Cathy Balla-Boudreau

BE IT RESOLVED THAT the Head, Clara and Maria Public Library Board grant the Missing Link Snowmobile Club permission to use the library facilities during the event known as the “Silent Auction” to be held on March 3, 2012 with expectation that the library is to be returned to its usual state of cleanliness and setup.

R. Renzetti – Sols Learning
B. Franchetto – OLS-N pools
Sols – Training Bulletin
B. Harding – Clarification Overdrive Fees for 2012
Signal – Not printed but forwarded to board members
Ontario Arts Council
Environmental Commissioner of Ontario
Libraries 2020
Renfrew County – Driven to Quit
Minister of Canadian Heritage and Official Languages – Canada Day Poster Challenge
Barbara Franchetto – Email Re:Netlibrary Ebooks on EBSCOhost
Re:Netlibrary Ebooks on EBSCOhost
Eric Boudreau – Local History
Min. of Tourism, Culture and Sport-Michael Chan – Minister re our 2011/2012 operating grant is coming plus and possible \$2000.00

8. NEW BUSINESS

Noella LeBreton, Treasurer – “In Conversation”-*To be first item as requested by the treasurer.*
Budgeting – forms handouts
Children’s Corner – Cathy Balla-Boudreau
Jasi – if down call Gayle or Marlene....some discussion is needed here.
Volunteer Confidentiality form – for review

9. PROJECT REPORTS

Jasi-

12. UNFINISHED BUSINESS

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

13. BY-LAWS - none

14. QUESTIONS AND ANSWERS

Gayle Watters suggested a patron training to help process renewals at their homes. It was discussed and a couple of issues need to be addressed to make this easier for the patrons to access page needed. One on one, training will be attempted with an instructions cheat sheet to hand out.

Cathy Balla-Boudreau asked if our patrons knew what their email address would be used for and was answered yes. The email address allows for the patron to be given notice of items about to be come overdue as well as library events. However, it was felt that a more obvious attempt at ensuring they understand could be given.

15. ACTION ITEMS -

- Gayle Watters- a list of vendors and phone numbers for eResources items.
- Gayle Watters - find a way to recoup Library volunteered hours.
- Library Board continue reading of Board Orientation Kit pages 21-32.
- Debbi Grills – copies of the February/ March calendars for posting.

16. ADJOURNMENT

Moved by Cathy Balla-Boudreau Seconded by Betty Condie

BE IT RESOLVED THAT this meeting adjourn at 4:00 p.m. to meet again March 6, 2012 at 1:00 p.m., in the Library.

Carried

Chairperson

Secretary/Treasurer