

**HEAD, CLARA AND MARIA PUBLIC LIBRARY**  
**A regular meeting of the Head, Clara & Maria Library Board was held on**  
**Mar. 10, 2014 at 1:05 p.m. in the Library**

**1. ROLL CALL**

Chair: Marlene Gibson                      Member: Betty Condie  
Member: Dave Foote -                      Member: Cathy Sutherland  
Member: Fran Kelly-Chamberlain-Regrets

**2. PECUNIARY INTEREST- None**

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

**Moved by** Cathy Sutherland    **Seconded by** Dave Foote

BE IT RESOLVED THAT minutes for regular meeting of Feb. 10, 2014 be accepted as amended.

*Carried*

**4. DEPUTATIONS- None.**

**5. REPORT OF THE CEO-**

Website – Acknowledgement banner on the website (Capacity Grant 2014) has been added to the website.

Children’s Corner – The storage cupboard issue has come up again and I have added this item to the agenda as there are no set guidelines to deal with ongoing issues. Parameters - Limits of, limitations of, restrictions (if any) constraints or program, boundaries.

Website review – Our History Tab, this area can be updated. The “coming soon” comment can be removed. The link is there for the Our Ontario website and of course works. What is needed is an introductory comment .

Date approvals for events for 2014 – email from Clerk re council’s formal approval for our events this year.

Shelves\_- Cleaned up some shelves

Inter Library\_Loan –processed

CLP – CNIB this program is very slow to kick off. Primary problem is getting the family to give me a training date. Have asked and they seem interested but there is no follow through. I think I will request “no” more CDs be sent or at the very least filter out items we would probably never use. Just bring in ones we know will be listened to.

Club news to the NRT

**6. REPORT OF THE CHAIR –**

Thank you card needs to be sent to Richard Baril for his donation of his winnings of \$24.30 to the library.

Library Committee was not attended.

Smoking books – to be discussed under new business.

**7. FINANCIAL REPORTS**

Not available at time of meeting.

**8. CORRESPONDENCE**

Sue Walls – Smokey Bear Campaign-info only

John Lorenc – Security at the Library-info only

Daryl Novak – SOLS salary review-info only

Lynda Dowdle – List of DVDs-info only

Sols Training Newsletter-info only

Beth Mens-info only

Partners Program – changes-info only

Jill Pangborne – ILLs-info only

Anne Langevin – Jasi membership teleconference-info only

Beth Harding – Compass 201 Registration-info only

John and Heather Wright – church photo- not printed-info only

Signal – already forwarded to board members – not printed-info only

**9. NEW BUSINESS**

Spring Card Party- Dessert in a cup

- Salads Caesar and Coleslaw – look for donations
- Breads – 4-8 loaves, butter look for donations
- Chicken Dish – Chicken and cheese will be purchased by library board.
- Rice cookers will be sourced so we can make brown
- Coffee, Tea and Water with Lemon will be available. Pop will be available to sell.
- Napkins
- Centre Pieces will be sourced by Cathy Sutherland
- Door Prizes to be donated and will include homemade items like banana bread or jams.
- Volunteers – a list will be developed and people will be canvassed to help with serving, beverage manager, kitchen cleanup and other duties as **needed.**

**Children’s Corner-** The secretary will arrange a discussion with Cathy Balla Boudreau to determine the original purpose of this project. From there a policy and guidelines will be drawn up. This information will be supportive of future applications for funding.

**Book Returns-** The board discussed the problem of books smelling strongly of cigarette smoke being returned to the library and not being available for future loans for several days. A method to descent the books will be tried and a discussion with the patron will be arranged as soon as the opportunity presents itself. The offending items will be aired in a container, supported by a rack placed over baking soda.

**10. PROJECT REPORTS**

Jasi- M. Gibson worked on items that could not be delegated, i.e., deleting old DVDs and mags off the system.

History Project- As submitted by Cathy Sutherland

I have been able to copy 4 more of the interviews for families and also a Library Copy.

I have not done anything else – way away most of the time.

I am still looking for the information from the History Project application so that I make sure I am doing everything I should be.

Also was there any resolution regarding the storage of the backup CD’s?

Also still outstanding: question regarding the James Donnelly pictures

- the question regarding ambulance pictures.

Do you know if Pam contacted Peter Adsten with the information that she was aware of?

Cook Book – no report

**11. UNFINISHED BUSINESS**

Policy review- to be addressed in April’s meeting.

Procedures and (Strategic Plan)- BY-LAWS

Volunteer Awards Project- on going.

**12. QUESTIONS AND ANSWERS**

The Library board has planned to meet April 2, 2014 for the next regular board meeting and Card Party and then again on April 15, 2014 at 9 a.m. to discuss May Madness prep and Card Party rap up.

**13. ACTION ITEMS**

-Gayle Watters- a list of vendors and phone numbers for eResources items-ongoing.

-Gayle and Marlene to develop a volunteer “years of service” list.

**16. ADJOURNMENT**

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

BE IT RESOLVED THAT this meeting adjourn at 3:15 p.m. to meet again Apr. 2, 2014 at 1:00 p.m., in the Library. **Carried**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary/Treasurer