

**HEAD, CLARA AND MARIA PUBLIC LIBRARY**  
**A regular meeting of the Head, Clara & Maria Library Board was held on**  
**May 19, 2014 at 1:10 p.m. in the Library**

**1. ROLL CALL**

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

**2. PECUNIARY INTEREST- None**

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

**Moved by** Fran Kelly-Chamberlain **Seconded by** Betty Condie  
BE IT RESOLVED THAT regular minutes for Apr. 15, 2014 be accepted as presented. *Carried*

**4. DEPUTATIONS- None.**

**5. REPORT OF THE CEO- No Report**

**6. REPORT OF THE CHAIR –**

Richard Baril donated his winnings of \$12.60 to the library. Gayle Watters to send a thank you card.

Council reported some corrections to the March minutes which will be corrected.

Trustee council – A survey asking what libraries felt was their biggest challenge with which they will be faced in future. The consensus was succession planning and the finances.

- Competencies training was discussed at Trustee council. Gayle will forward the original email to Marlene.
- A discussion on Overview brought forward the “shortage of copies” issue

**7. FINANCIAL REPORTS**

Surplus funds

**Moved by Betty Condie Seconded by Fran Kelly-Chamberlain**

Whereas the Accountant for the Head, Clara and Maria Public Library has reviewed the financials for 2013 and found the library to be in a surplus position, And whereas the money to balance the 2013 budget was transferred from the contingency reserve fund,

BE IT RESOLVED THAT the surplus funds of \$4060.37 be moved back to the contingency reserve fund for future budgeting purposes. *Carried*

**8. CORRESPONDENCE**

Barbara Franchetto – 2013 Annual Survey – Gayle Watters to follow-up

- Ontario Elections and Libraries – info only
- Marketing Consultation Notice – info only

Adam Haviaras – Public Library Service Awards 2014 - Cathy Sutherland to make follow up file for 2015

Karen Reid – Lynda Dowdle /DVD Pool – Info Only

R. Renzetti – French Language ebooks – info only

Shannon Khan – Senior’s Community Grant - Cathy Sutherland to make follow up file for 2015

Beth Harding – SOLS webinars – Info only

Lynda Dowdle – Pools 2015 and beyond – Info Only

Prime Minister’s Volunteer Awards - Cathy Sutherland to make follow up file for 2015

Facebook question – info only

Xplornet price increase –info only

**NEW BUSINESS**

Cross Stitch/ needle point items – These items had a reserve bid on them at May Madness but there was no interest. It was felt that we should price the items and display them in the library to be sold as the interest in them developed

Magazine Racks – Left until end of meeting to measure out whether or not the new wood unit would fit into the library without compromising form or function of the library. To be tried out as soon as everything can be arranged.

**9. PROJECT REPORTS**

Jasi- no report

History Project- I continue to work on making the interview DVD's for the people who were interviewed. I am almost done – hopefully within the next month that project will be completed. Joan Charbonneau asked me about it – she had not received her copy yet.

I am meeting with Pam Charron on Saturday May 31, 2014 to talk to her about the background of the project (I want to make sure that I am doing all that was set out in the grant application)

I have not heard back from Dan Charbonneau regarding the photos that he was going to provide us with. If anyone sees him in the grocery store can you please ask the status.

There are still outstanding questions – Jim Donnelly picture – which one is correct: ambulances in the township; and now who was the last baby born at home in the townships in 1975?

Cook Book – no report

**10. UNFINISHED BUSINESS**

May Madness – A report from Marlene Gibson, Debbi Grills, and silent auction numbers for May Madness events was handed in and will be placed on file. The final report to be completed for finance department is still to be done.

Policy review-

Procedures and (Strategic Plan)- BY-LAWS

**12. QUESTIONS AND ANSWERS**

The website updates was brought up as was the phone situation in the library. The website had an event which needed removing which Gayle Watters will arrange. The phone situation is such that when someone calls the library they get Noella LeBreton at the Township Office or Bob Labre the CBO. This was felt to be unprofessional and a couple of suggestions were made to follow up. 1. To look at the library having their own line to access messages or 2. change the message to let people know they have reached both the CBO and the Public Library. Gayle Watters to follow 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** Betty Condie **Seconded by** Fran Kelly-Chamberlain

BE IT RESOLVED THAT this meeting adjourn at 3:12 p.m. to meet again July 14, 2014 at 1:00 p.m., in the Library. **Carried**

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Chairperson

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Secretary/Treasurer