

**Head, Clara and Maria Public Library
Board Meeting - Minutes**

2017 June 8 at 10:00 a.m.

1. Roll Call:

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

2. Pecuniary Interest: No.

Approval of Agenda: **Resolution #1:** Moved by Dave Foote, Seconded by Betty Condie. BE IT RESOLVED that Agenda for 2017 June 8, be accepted as presented. CARRIED

3.

Approval of Minutes of Previous Meeting: **Resolution #2:** Moved by Cathy Sutherland, Seconded by Dave Foote. BE IT RESOLVED that the regular minutes for 2017 May 2, be accepted as presented. CARRIED

4.

5. Business Arising from the Minutes:

- Mel will email link to board members, staff, and volunteers. Done.
- Mel to investigate and report on SOLS webinars, at next board meeting. Ongoing – Mel will email a synopsis to the board.
- Marlene to purchase new decks of cards. Done.
- Mel to order more bar codes. Ongoing.
- Mel will look into Sudbury tourism for free or discounted passes for libraries to attend museums, etc. Ongoing
- Mel will advertise and laminate 2017 Ottawa Museum Network library passes. Ongoing
- Mel will look into library passes or discounts for larger Ottawa museums. Ongoing
- Mel will update electronic copy of each of the six policies reviewed and amended. Ongoing
- Mel will add notice to vendors to webpage and Facebook. Done
- Mel will put June Jazaar ad in NRT. Done
- Mel to find out if special license/food serving permit is required for breakfast and bake sale for June Jazaar. Done
- Mel to look up History Project Donation form and email to Cathy. Done

6. Report of the CEO: Attached.

7. Report of The Chair: Marlene will include a report on the Spring Card Party as well as a report on the June Jazaar 2017 in her report. *Deferred to next meeting.* (Marlene provided Mel with revenue and expense sheet from Spring Card Party.) There was a bit of a discussion around 'Lessons Learned from June Jazaar 2017' – By not charging the vendors who are charitable organizations the library board is giving back to the community and gaining more attendance. Mel will try something other than fruit skewers next year; possibly fruit cups or yogurt/granola/fruit cups; mason jars could also be used for either of these. Mel will contact radio stations directly as well as using their online form. There was a mix-up about the

consignment items left over; ensure that the consignment people know to contact members of the library board only; remind the HCM office staff to forward all calls regarding consignment items to a library board member. Mel to canvas Via Rail and Westjet who may donate a ticket that can raffled off. Cathy will let Mel know who Heather is in contact with. Use more signage – use sandwich boards to catch travellers – 3 signs with balloons should gain attention of travellers.

8. Financial Reports:

Accounts Payable Cheque Register Report: None

Revenue and Expense Report: None

Budget: None

9. Correspondence: Ministry of Tourism, Culture, and Sport regarding Public Library Service Awards 2017 Call for Submissions; Ministry of Seniors Affairs regarding June being Seniors Month

10. Policies: None

11. New Business: None

12. Reports of Projects: None

13. Questions and Answers: None

14. Action Items:

- Mel to investigate and report on SOLS webinars, at next board meeting. Ongoing – Mel will email a synopsis to the board.
- Mel to order more bar codes. Ongoing.
- Mel will look into Sudbury tourism for free or discounted passes for libraries to attend museums, etc. Ongoing
- Mel will advertise and laminate 2017 Ottawa Museum Network library passes. Ongoing
- Mel will look into library passes or discounts for larger Ottawa museums. Ongoing
- Mel will update electronic copy of each of the six policies reviewed and amended. Ongoing
- Mel to email Marlene for Spring Card Party volunteer hours.
- Cathy will provide Mel with contact names for Westjet and Via Rail that Heather uses.

15. Adjournment: **Resolution #3:** Moved by Cathy Sutherland, Seconded by Dave Foote. BE IT RESOLVED that this meeting adjourned at 11:15 p.m. to meet again on Wednesday, September 6, 2017 at 10:00 a.m. in the Library. CARRIED