

## Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting held on 2019, September 3 called to order at 10:00 a.m.

### 1. Roll Call

Designation	Name	P	A	E	Designation		P	A	E
Chair	Marlene Gibson	X			Member	Gay Baribeau	x		
Member	Catherine Sutherland	X			Member	Fran Kelly - Chamberlain	X		
Member	Betty Condie	X			CEO	Judy Zilney	X		

### 2. Pecuniary Interest: None

### 3. Approval of Agenda:

**Resolution #1:** Moved by Fran Kelly-Chamberlain, Seconded by Betty Condie.  
Be it resolved that the agenda for September 3, 2019 be accepted as presented.  
CARRIED

### 4. Approval of Minutes of Previous Meeting:

**Resolution #2:** Moved by Catherine Sutherland, Seconded by Fran Kelly-Chamberlain.  
Be it resolved that regular minutes for June 6, 2019 be accepted as presented.  
CARRIED

### 5. Business Arising from the Minutes: Computer review – Office upgrade has been purchased for the Admin computer.

### 6. CEO Report

#### Circulation Report for June, July, August

Type	Amount
DVDs/CD	94
Junior Fiction/YA	10
Adult	158
Periodicals	14
Total Circulation	<b>276</b>

The Volunteer Dinner was held on June 11 with 18 attendees. A plaque naming the volunteers from May 1/18 to April 30/19 is displayed in the library.

A SOLS webinar providing info regarding the Interlibrary loan process and costs.

- Books will be delivered through Canada Post.
- Shipping labels are available on the SOLS website. Cloth shipping bags cannot be used.
- All packages must be weighed and delivered to the Post Office.
- The cost which is charged to the lending library for shipping is estimated at approximately \$1.38/lb. An .81 rebate is provided to the shipping library. The amount is based on the costs from June to December of the previous year and forwarded in January.

Subscription renewals for Love of Quilting, Zoomer and Successful Investor were processed.

Melanie Thiel is coming on Sept 17<sup>th</sup> to finish her library hours.

A policy review schedule is completed with a review being done monthly from September to March. Health and Safety policies must be reviewed yearly and the remainder on a three year cycle.

I will be splitting the work hours and coming twice a week instead of once. I will be working Tuesday 10 - 2 and Friday 12 – 3.

**7. Report of The Chair:** The Auditor Report was reviewed.

The process of reorganizing the sections of the library is ongoing with a good deal of the work completed.

**8. Financial Reports:**

**Accounts Payment Register Report:** No report available.

**Revenue and Expense Report:** No report available.

**9. Correspondence:** Cenotaph information was received relating to names on the cenotaph plaque as well as history project info. Catherine Sutherland and Fran Kelly-Chamberlain will be researching this further.

**10. Policies:** Policy HR-01 “Prevention of Workplace Violence” and Policy HR-04 “Workplace Harassment and Discrimination” were reviewed. Revised copy will be ready for next meeting.

Policies HR-02 “Code of Conduct” and HR-03 “Health and Safety” were distributed for review and will be discussed at next meeting.

**11. New Business:** Storage reorganizing was discussed and a date will be set for this purpose.

**12. Reports of Projects:** The Fall Card Party planning meeting was held on August 23<sup>rd</sup>. Menu, table scheduling and table decorating were decided. Posters were completed and distributed.

Christmas Vendor Market is scheduled for November 16. Catherine Sutherland is receiving vendor confirmations. Food will be offered.

A cost of \$16.80 is to be paid to the Recreation Committee for food purchased for an event.

**13. Questions and Answers:**

**14. Action Items:** NRT advertisement is to be sent out.

**15. Adjournment:** *Resolution #3*. It was moved by Betty Condie and seconded by Gay Baribeau that the meeting be adjourned at 11:42 a.m. to meet again on Tuesday, October 1, 2019 at 10:00 a.m. CARRIED.

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Chair – Marlene Gibson

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CEO – Judy Zilney