

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

Monday December 3, 2018 at 10:00 a.m.

1. Roll Call:

Chair:	Marlene Gibson	Member:	Betty Condie
Member:	Nancy Rose - Absent	Member:	Fran Kelly-Chamberlain
Member:	Catherine Sutherland	CEO:	

2. Pecuniary Interest: None

3. Approval of Agenda: **Resolution #1:** Moved by Fran Kelly-Chamberlain, Seconded by Catherine Sutherland BE IT RESOLVED that Agenda for 2018 December 03, 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 2018 November 7, be accepted as presented. CARRIED

5. Business Arising from the Minutes:

- Mel will prepare email list for library patrons. *Complete*
- Mel will plan volunteer training session with volunteers. *Removed*
- Mel will put note in next HCM Newsletter about the discontinuation of the Crime Stoppers Calendars. *Complete*
- Mel will provide a copy the library's portion of the monthly Visa bills, as they are available.

6. Report of the CEO: No report

7. Report of The Chair: 1. Report on the Vendor's market – Catherine Sutherland

Report of Christmas Vendor Market

- Held November 17, 2018 at Stonecliffe Community Hall 9:30 am to 2:00 pm
- We had 17 vendor tables
- Had about 30 passports completed
- Expenses - postage = 43.63
 - Food = 44.20

Revenue:

Tables =	\$425.00
Food =	\$63.00
Jars of Tomato =	\$88.20
Tickets =	\$177.75
Sale of fruit	\$44.20
Books =	<u>\$83.60</u>
Total:	<u>881.75</u>

2. Moving the non-fiction books Marlene suggested that the fiction books – A – F switch places with the non-fiction section. We would also weed the collection at the same time. Tentative plans are to complete this in the new year.

3. Peggy Malcom's suggestions for our library

Since the Trustee Council meeting, I have been thinking about the predicament of the HCM library. I know that you are advertising for a CEO – but wondered about 2 options:

1. Would you consider being the CEO/Secretary/Treasurer? You enjoy the book selection and interaction so much. You could then get someone to help with the JASI work, the Annual Survey and the PLOG application
2. Would you consider using the Laurentian Hills Board – and creating a service contract for library service at HCM with that Board. In this model, they would operate a library service point at the municipal office – and you would hand over your PLOG money to them. You would then have a budget for books, maybe staff (depending on the contractual arrangements made). You would not have a library board. The township staff would still need to submit a PLOG application to get that money from the province – but it would then go to Laurentian Hills... Peggy Malcolm SOLS Library Consultant

The Board decided that neither of these were options for our Board. It is essential that we have a librarian once a week in the library in addition to our volunteers.

4. Outstanding questions for Mel.

Cathy will contact Mel for information that we need to continue i.e. passwords, receipts for expenditures etc.

8. Financial Reports:

Payment Register Report: (This has changed from Accounts Payable Cheque Register)

Resolution #3: Moved by Catherine Sutherland, Seconded by Betty Condie.

Be it resolved that the **Payment Register Report** covering the period of 2018-01-01 to 2018-12-03 be accepted as presented. CARRIED

Revenues and Expense Report: Revenues and Expense Report - **Resolution #4:** Moved by Betty Condie, Seconded by Catherine Sutherland Be it resolved that the Revenues and Expense Report covering the period of Jan 1/18 to Dec 3/18 be accepted as presented. CARRIED

Cathy will ask treasurer for detailed financials for Fall Card Party, similar to June Jazaar report.

Librarian's Monthly Expense Report - No Report

9. Correspondence: None

10. Policies: Deferred from October meeting to the new year and new staff

- BL-03 – Terms of Reference of the Officers
- BL-04 – Powers and Duties of the Board
- GOV-01 – Purpose of the Board
- GOV-02 – Board Orientation
- GOV-03 – Duties and Responsibilities of Individual Board Members
- GOV-04 – Committees of the Board

11. New Business:

Winter Fundraisers – Marlene presented the offer of preparing and serving meals for 2 Missing Link winter Fund Raisers – Open Sesame – Sat. Jan. 19, 2019 and Bow Tie Classic Sat Mar. 02, 2019. Ideas were presented and possible volunteers. We will make a decision before our next meeting.

Interviews – A list of candidates to interview was compiled from the resumes received. Questions were reviewed by the hiring committee. Marlene will contact each candidates to arrange an interview time on Thurs. Dec. 6, 2018 a.m.

12. Reports of Projects:

13. Questions and Answers: None.

14. Action Items:

15. Adjournment: **Resolution #6:** Moved by Catherine Sutherland, Seconded by Betty Condie. BE IT RESOLVED that this meeting adjourn at 1:06 p.m. to meet again on Wednesday January 2, 2019 at 10:00 am in the Library. CARRIED