

Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting held on 2019, February 6 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 Gay Baribeau, Seconded by Catherine Sutherland . Be it resolved that agenda for February 6, 2019 be accepted as presented. CARRIED

4. Approval of Minutes of Previous Meeting:

Resolution #2: Moved by Catherine Sutherland, Seconded by Gay Baribeau?????. Be it resolved that regular minutes for January 2, 2019 be accepted as presented amended. CARRIED

5. Business Arising from the Minutes:

- Dates were booked for the following events using the community hall
 - April 24 & 25 - Spring Card Party
 - May 31 & June 1 - June Jazaar
 - Oct 2 & 3 - Fall Card Party
 - Nov 15 & 16 - Christmas Bazaar
- Security and Panic Button, This equipment can be worn on a lanyard around your neck which makes it handy if needed to be activated in a time when you felt unsafe at the library. Depressing the button for 5[five] seconds will activate all alarms and also call the police and ambulance to come to your rescue. A note will be sent out to volunteers to make them aware of this strategy.

6. CEO Report:

Type	Amount
DVDs	48
Junior Fiction/YA	18
Adult	18
Periodicals	6
Computers	0
Total Circulation	90

Welcome to our newest Library Board Member, Gay! I hope you enjoy your time with us. As a Newbie myself, I can say that everyone is so welcoming and supportive as I learn the library environment and I'm sure your experience will be the same.

I have had the opportunity to meet some of the patrons. I am getting familiar with the JASI system as well as assisted with some of the processing of books I have been navigating through the computer system in addition to reviewing the files.

The Annual Survey is something that I am focusing on with the guidance from Melanie Thiel. The library website is also something that I have to receive training for.

The office staff are working towards getting the credit card approved for library purchases.

My next report should be more informative as I become more familiar with all the processes with in the library umbrella.

6. Report of The Chair:

Alarm System: some difficulties have been reported with the door alarm system. This has been discussed with the township staff who have contacted the company for a resolution.

Yearly Fees: A listing will be developed of the yearly fees including the dates paid incurred in the operation of the library for budget projection.

Finance Update: A report is being prepared to provide amounts in the library bank account and reserve account. Approximately \$3,000 in the bank account and \$18,000 in reserve.

Subscription Review: An evaluation of the usage will be done of the magazine subscriptions to evaluate the need for renewal.

Physical Library Environment: When renovations were previously done, a sink was left in the library to be used in the case of an Emergency. This is no longer required and will be removed. An assessment of IT cabling will be done to assess what it required for the system. The library storage cupboard contents was sorted and shelving will be installed to capitalize on space. A list of items appropriate for storage will be developed.

Children DVD/Book storage: A space in the library has been allocated for easy access storage for childrens DVD/Book storage.

JASI website is changed to GoDaddy. We have our own domain which is Tucows owned. The renewal fee is due in a couple of months. Check with Township staff to see if the renewal is in combination form with their domain. A discussion of user friendly security software was held and will be included in an IT review.

Bowtie Catering Event: A planning meeting will be held on February 19th @ 10:00 a.m. in the library.

7. Financial Reports:

- **Accounts Payable Cheque Register Report:**
Not available.

- **Revenue and Expense Report:** Not available.

8. Correspondence: The Missing Link Snowmobile Club has put forth a request to use the library for bidder registration and payment centre for their Silent Auction on March 2. This request was approved at the meeting.

EResources group purchase was discussed and the decision was made not to renew the membership.

A CIRA CIP grant application call was sent by SOLS. It was reviewed and decided that it is not suited to our library.

9. Policies: Deferred till next meeting.

10. New Business: Tracking of volunteer hours. This will be discussed with Melanie at our next training session.

Betty Condie has tallied the ValuMart receipts which have resulted in a \$260. Donation from ValuMart to our library. We would like to acknowledge Betty for her devoted work and time to this project. Judy will send a thank you to the Jan Sunstrum at the ValuMart for the donation.

Gay Baribeau will be registered with Learning HQ for orientation information.

Volunteer schedule will be posted for the time period till June.

11. Reports of Projects: Marlene reported on the Open Sesame event. The event resulted in a profit of \$459.84. The Township Recreation Committee paid \$27.00 for squares leftover from the event which contributed to the profit number.

13. Questions and Answers: Harrassment Policy: Peggy Malcom will be asked to review our policy as it compares to the policy used for all libraries in our region.

Library reports have been missing from the Township Board meetings. Judy will send the minutes from Nov, Dec 2018 and Jan 2019 to Township office.

Action Items: Judy to email a note to volunteers regarding the panic alarm.

Cathy & Judy to set up time for the revenue and expense report and the website training.

Judy to send Nov, Dec and Jan meeting minutes to the Township office.

Judy to send Thank you card to Jan Sunstrum at Valumart for donation.

Judy to post volunteer schedule/check with Melanie for existing volunteer hour tracking system.

15. Adjournment:

Resolution #3: Moved by Fran Kelly-Chamberlain, Seconded by Catherine Sutherland.

Be it resolved that this meeting adjourn at 11:45 p.m. to meet again on Wed., March 6, 2019 at 10:00 a.m. at the library. CARRIED

Chair – Marlene Gibson

CEO – Judy Zilney