

Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting held on 2019, April 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 Catherine Sutherland, Seconded by Gay Baribeau . Be it resolved that agenda for April 3, 2019 be accepted as corrected. CARRIED

4. Approval of Minutes of Previous Meeting:

Resolution #2: Moved by Gay Baribeau, Seconded by Catherine Sutherland.
Be it resolved that regular minutes for March6, 2019 be accepted as presented . CARRIED

5. Business Arising from the Minutes:

Marlene Gibson is unable to attend the April 30th Library meeting in Eganville. Gay Baribeau and Judy Zilney will attend.

6. CEO Report

Circulation Report for March

Type	Amount
DVDs/CD	58
Junior Fiction/YA	0
Adult	28
Periodicals	2
Total Circulation	88

The water pipes that caused the water leak have been removed from the previous sink area in the library.

The DVD pool has been rotated providing new titles for viewing.

I completed the online course covering Governance Fundamentals. I have also registered for the New CEO Group” webinar listed for Sept 17.

Posters will be prepared and ready to post in designated areas. The submission for the North Renfrew Times will be sent this week as well.

I will start weeding the videos and we have received a few patron suggestions for video purchases. Kaspersky internet security has been purchased and will be installed this week.

I will be attending the April 30 evening meeting at the Eagles nest in Eganville.

I have not been able to activate the credit card. Crystal is getting this resolved.

7. Report of The Chair:

The Wishart Workplace Anti-Violence, Harassment, and Sexual Harassment Policy for the Township as well as the Trillium Public Library policies – Prevention of Workplace Violence and Workplace Harassment and Discrimination will be electronically circulated for review and will be discussed at the next meeting.

The Ontario Trillium Foundation is providing some webinars and information sessions relating to Grant application training. The email will be sent electronically to the board.

8. Financial Reports:

- **Accounts Payable Cheque Register Report:**

Not available.

- **Revenue and Expense Report:** An expense and revenue report printed April 3 was tabled. Resolution # 3 Moved by Fran Kelly-Chamberlain and seconded by Catherine Sutherland that the report be accepted as presented. CARRIED

A donation of \$400. was given by David Foote.

The expense of the bread purchased from the recreation committee is needed to pay for the items.

9. Correspondence: None

10. Policies: Deferred till next meeting.

11. New Business:

12. Reports of Projects: Card Party update; Catherine Sutherland has ordered the table centrepieces which are donated by Country Home and Garden. The second salad for the menu has to be decided. A second meeting will be held to ensure all is covered before the event.

13. Questions and Answers: Financial bylaws relating to signing and spending limit authority should be reviewed by the board members.

14. Action Items: Provide policies in Chair’s report electronically to the Board.

Send a Thank You note to David Foote for the generous donation.

A sign will be posted to direct patrons to place returned DVD’s in the collection box so they can be checked back into the system.

15. Adjournment:

Resolution #4: Moved by Fran Kelly-Chamberlain, Seconded by Betty Condie.

Be it resolved that this meeting adjourn at 11:32 a.m. to meet again on Wed., May 1, 2019 at 10:00 a.m. at the library. CARRIED

Chair – Marlene Gibson

CEO – Judy Zilney