

**Head, Clara and Maria Public Library
Board Meeting Minutes
April 25th 2022**

A Regular Meeting held on April 25th was called to order at 9:30 AM

1. Roll Call

Designation	Name	P	A	E	Designation	Name	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	Lexi Rivett	x		

2. Pecuniary Interest: none

3. Approval of agenda:

Resolution #1; Moved by Catherine Sutherland, seconded by Fran Kelly-Chamberlain. Be it resolved that the agenda for April 25th be accepted as presented. CARRIED

4. Approval of Minutes of Previous Meeting:

Resolution # 2; Moved by Fran Kelly-Chamberlain, seconded by Catherine Sutherland. Be it resolved that the minutes of February 14th be accepted as Amended.CARRIED

Resolution # 3; Moved by Betty Condie, seconded by Catherine Sutherland. Be it resolved that the minutes of March 10th be accepted as presented.CARRIED

5. Business Arising From The Minutes:

Suitable wording for our “Adopt an Author” fundraiser has been found tentatively adding that a tax receipt will be issued.

The Librarian is to send the Clerk an email before the next meeting to ask if we are authorized to give tax receipts. The Librarian is to also ask the Clerk who all has donated to the library so “Thank You” Letters can be sent out and to mention that a member of the community has mentioned that they haven’t received a tax receipt yet.

We do not meet the requirements for the Deep River and District Community Foundation grant mentioned in the last meeting because we aren't a registered charity.

6. Report of the CEO:

- The annual survey is almost complete
- An email has been sent to the mobile Beavertails truck about them potentially being a food Vendor for the June Jazaar but has had no response yet.
- Lexi has been in contact with Deep River's Librarian who has been helping with some of the tricky parts of the survey
- For the Ontario Library Association membership renewal we have to pay online with a credit card so the Office will be helping with that this month

7. Report of The Chair:

- Marlene is working hard getting the library put back together , weeding books as they are returned into the library in preparation for June Jazaar
- Marlene has been in contact with Jasi to get help with weeding books off the system
- UPS surge protectors have died and getting new ones or fixing the old ones will be looked into further.

8. Financial Reports: None

9. Correspondence: None

10. Policies:

Resolution # 4; Moved by Catherine Sutherland, seconded by Betty Condie. That policy number OP-03 "Procurement Policy" be accepted as presented.CARRIED

Resolution # 5; Moved by Betty Condie, seconded by Fran Kelly-Chamberlain. That policy number OP-18 "Purchasing/ Procurement of goods and services" be accepted as presented.CARRIED

Resolution # 6; Moved by Fran Kelly-Chamberlain, seconded by Catherine Sutherland. That Policy number HR-02 'Staff Selection and assignment" be accepted as presented.CARRIED

Resolution # 7; Moved by Catherine Sutherland, seconded by Fran Kelly-Chamberlain. That Policy number HR-01 'Prevention of Workplace Violence" be accepted as amended.CARRIED

Resolution # 8; Moved by Betty Condie, seconded by Catherine Sutherland. That Policy number HR-03 'Health and Safety" be accepted as presented.CARRIED

Resolution # 9; Moved by Betty Condie, seconded by Fran Kelly-Chamberlain. That policy number HR-04 "Workplace Harrasment, Discrimination and Bullying" be accepted as presented.CARRIED

Resolution # 10; Moved by Fran Kelly-Chamberlain, seconded by Betty Condie. That the HCM Township Harassment, Bullying and Workplace Violence " Policy be adopted by the Head,Clara & Maria Public Library Board.CARRIED

11. New Business: None

12. Report of the Projects:

- June Jazaar
 - We have 10 Vendors interested so far

- Glen Stewart will bring his food truck and will require an electrical outlet
- The Catholic Women's League will be joining with a flea market and bake sale
- There will be a silent auction with different themed baskets and items
- Betty's tomato plants will be sold for \$5 each with the option to order them ahead of time.
- Flowers will be 4 for \$5
- We are still looking for some tents to borrow
- Canada Day
 - For the event taking place at Mackey park we will sell hot dogs by donation
 - We should keep an eye out for sales on hot dogs as well as potentially asking valu mart to donate them or give a discount.

13. Questions and Answers:

14. Adjournment:

Resolution #11;

Be it resolved that this meeting adjourn at 12:10 to meet again May 19th at 9:30. in the hall.
Moved by Betty Condie, seconded by Catherine Sutherland. CARRIED