

HEAD, CLARA AND MARIA PUBLIC LIBRARY  
A regular meeting of the Head, Clara & Maria Library Board was held on  
December 12, 2011 at 1:00 p.m. in the Library

1. **ROLL CALL**

**Chair: Marlene Gibson**  
**Member: Betty Condie**  
**Member: Dave Foote –**  
**Member: Deborah Grills**  
**Member: Cathy Balla-Boudreau**

2. **PECUNIARY INTEREST- None**

3. **APPROVAL OF MINUTES OF PREVIOUS MEETING**

**Moved by Betty Condie    Seconded by Debbi Grills**

BE IT RESOLVED THAT minutes Nov. 15, 2011 be accepted as presented.

*Carried*

4. **DEPUTATIONS- none**

5. **REPORT OF CEO – No Report**

6. **Report of Chair –**

- **Suggestion brought forward to do a Library Cookbook as a fundraiser and to do it while we still have some of our more senior residents with us.**
- **Slat wall may be an item we wish to use above our children's books to display.**
- **Computer specifications have been received from Bill Gibson and have been sent out to two vendors, TCG and BMC for pricing.**

7. **FINANCIAL REPORTS**

Cap Grant Report –

Cheque Log –

Moved by Cathy Balla-Boudreau    Seconded by Betty Condie

BE IT RESOLVED THAT The Cheque log generated on December 5, 2011 be accepted as presented/amended.

*Carried*

Comparative Income Statement–

**Moved by Dave Foote    Seconded by Debbi Grills**

**BE IT RESOLVED THAT** the Comparative Income Statement generated on Nov. 15, 2011, be accepted as presented/amended.

*Carried*

Moved by Debbi Grills    Seconded by Dave Foote

BE IT RESOLVED THAT The Comparative Income Statement generated on Dec. 5, 2011, be accepted as presented/amended.

*Defeated*

Capacity Building Grant  
Reserves

**Moved by Cathy Balla-Boudreau    Seconded by Betty Condie**

**Whereas** the fiscal year for budgeting purposes closes December 31<sup>st</sup> of any given year,

**And whereas** we have a budgeted amount transferred from reserves not used in 2011,

**Now Therefore Be it resolved** that the Library Board of Head, Clara and Maria Public Library approve the transfer of \$5117.00 to the Literacy Fund.

*Carried*

**Moved by Betty Condie                      Seconded by Cathy Balla-Boudreau**

Whereas the fiscal year for budgeting purposes closes December 31<sup>st</sup> of any given year,

And whereas we have funds not used in the current year 2011,  
**Now Therefore Be it resolved** that the Library Board of Head, Clara and Maria Public Library approve the transfer of \$5000.00 to our reserve funds, with the 5000 going to the Contingency fund.  
*Carried*

**7. CORRESPONDENCE**

Barbara Franchetto - Tier 3 eResources – added Freegal –Info Only  
Dan Smith – Workflows calendar- Info Only  
Barbara Franchetto – reminder re; Tier 3 eResources-Info only  
Marianne - Tumble Book Library on the iPad-Info only  
Melinda Reith – submission to a newsletter – I missed the deadline-Club news  
R. Renzetti – OverDrive Client Survey- end user will see survey when they access the resource  
Signal – info only  
Barbara Franchetto – Pools message from OLS-N –send email re pools available  
Jill Pangborne – Canada Post – info only  
Beth Harding – Compass 101–registration opens Dec. 14, 2011-Forward to C Balla-Boudreau  
Jill Pangborne – Archives of Ontario Microfilm Inter-loan Service Notice- Forward to Pam Charron

**8. NEW BUSINESS**

**2012 Purchasing** – must assign permission to Marlene Gibson to make purchases for the year on behalf of the library board

**Moved by Dave Foote                      Seconded by Cathy Balla-Boudreau**

**Whereas** it is not feasible that the Librarian/CEO be available to purchase all items required by the library at the best price and location,

**Therefore be it resolved** that for the year of 2012 that the Head, Clara and Maria Library Board authorize Marlene Gibson to purchase, on their behalf, any item budgeted in the adopted budget of 2012.

*Carried*

**2011-2012** – purchases from Dec. 31 2011 until budget is approved

**Moved by Dave Foote      Seconded by Debbi Grills**

**Whereas** items have been ordered,

**And whereas** these items have not yet been invoiced by the suppliers,

**And whereas** there is a unbudgeted time frame between the end of one years budget and the beginning of the next year’s budget ;

**And whereas** funds will be reimbursed through the “Capacity building Grant” as well as the current “CAP Grant”,

**Therefore Be It Resolved** that items, such as the items listed below, continued to be paid for, until such time as the “Capacity building Grant” and the current “CAP Grant” has been depleted or expired; Circulation Items /expenses, Internet Connectivity expenses, Library Upgrades and any other regular budgeted item which would be applied to these grants and are part of the 2011 adopted budget.  
*Carried*

**Moved by Debbi Grills      Seconded by Dave Foote**

**And whereas** there is a unbudgeted time frame between the end of one year’s budget and the beginning of the next year’s budget;

**And whereas** these same items are budgeted for, in the 2011 budget

**Therefore Be It Resolved** that the following items continued to be paid for, until such time as the budget for the 2012 year has been adopted.

Circulation items, Counter stool, Step ladder, Coffee Club and any other regular budgeted expense as per the 2011 adopted budget.  
*Carried*

Review Procurement Policy – Carried forward to next meeting.

**11. REPORTS OF COMMITTEES** – This section of the minutes will be changed to Project reports starting in January of 2012.

**JASI-** Took part in a Teleconference which was made available to all Jasi Libraries interested. A program called Enterprise is going live giving your patrons access to your catalogue.  
Provincial ILS initiative – Integrated Library System  
We have finished our training with Katherine Slimman and have been turned over to the Jasi Help Desk.  
**History Project -**

**12. UNFINISHED BUSINESS**

Vita Tool Kit – motion to correct

Moved by Cathy Balla-Boudreau Seconded by Betty Condie

**Whereas** resolution number 4 of the November 15 2011 Library Board Meeting has the incorrect time frame noted,

*“the library continue with the fee for service for the VITA Tool Kit @ \$349.00 for July 1, 2013 to June 30, 2014.”*

Be it resolved that, Head Clara and Maria Library Board rescind the above mentioned motion.

***Carried***

Moved by Dave Foote Seconded by Cathy Balla-Boudreau

Be it resolved that the library continue with the fee for service for the VITA Tool Kit @ \$349.00 for July 1, 2012 to June 30, 2013.

***Carried***

Capacity Building Grant

Policy, Procedures and planning meeting – (Strategic Plan)

**13. BY-LAWS - none**

**14. QUESTIONS AND ANSWERS**

*Debbi Grills asked if it was possible to set dates ahead for the calendar?*

Debbi Grills asked if it was possible to have a workshop run by Noella to better understand the library board financial reports?

Cathy Balla-Boudreau asked if a Children’s Reading Circle would be beneficial?

**15. ACTION ITEMS -**

-Gayle Watters- a list of vendors and phone numbers for eResources items.

- find a way to recoup Library volunteered hours.

-Debbi Grills- Calendar

-Debbi Grills to label our printer re cost of copies.

- Library Board continue reading of Board Orientation Kit pages 21-32.

Add [jasi.support@olsn.ca](mailto:jasi.support@olsn.ca) to our email address book

**16. ADJOURNMENT**

**Moved by Betty Condie Seconded by Dave Foote**

BE IT RESOLVED THAT this meeting adjourn at 15:40 p.m. to meet again Monday Jan. 16, 2012 at 1:00 p.m., in the Library.

***Carried***

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Chairperson

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Secretary/Treasurer