

**HEAD, CLARA AND MARIA PUBLIC LIBRARY**  
**A regular meeting of the Head, Clara & Maria Library Board was held on**  
**May 27, 2013 at 1:00 p.m. in the Library**

**1. ROLL CALL**

Chair:	Marlene Gibson	Member:	Betty Condie
Member:	Dave Foote	Member:	Cathy Sutherland
Member:	Fran Kelly-Chamberlain		

**2. PECUNIARY INTEREST- None**

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

**Moved by** Dave Foote **Seconded by** Cathy Sutherland

BE IT RESOLVED THAT minutes for regular meeting of Apr. 29, 2013 be accepted as presented.

*Carried*

**4. DEPUTATIONS- none**

**5. REPORT OF THE CEO**

Phone call and email to NRT re missing ad  
Worked on stats re library usage and membership  
Set up review of stats (email received Oct 31 deadline)  
Fundraising report developed for reporting tracking of all incomes. Provides a good statistical tool as well as an tracking record for our treasurer.  
Processed several ILL to come in and continue to process returns.

**6. REPORT OF THE CHAIR –**

May Madness- reports of each location were discussed with the overall earnings of \$1360.63 being down a bit from the previous year.

**7. FINANCIAL REPORTS**

Accounts Payable Cheque Register Report – No report

Statement of Revenues & Expenditures

**Moved by** Betty Condie **Seconded by** Cathy Sutherland

**BE IT RESOLVED THAT** the Statement of Revenues & Expenditures covering the period of Jan. 1 – May 24, 2013 be accepted as presented.

**2013 Reserve Funds**

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

As a result of the year end audit the Township Auditor has identified surplus funds not actioned at the year end of 2011 (\$4466.66) and year end of 2012 (\$763.55).

And as it is deemed an accountable and transparent management of Head, Clara, and Maria Public Library funds,

And whereas our Township Auditor has requested we move all surplus funds to a reserve fund for future planning,

BE IT RESOLVED THAT the Head, Clara and Maria Public Library Board transfer the amount of, \$5230.21 to the specific reserve funds as outlined below;

To the Literacy fund \_0\_, to the Contingency fund \$2730.21, to the Working Capital Fund \_0\_, to the IT Reserve fund \$2500.00 and to the Library Upgrades fund \_0\_.

**8. CORRESPONDENCE**

Peter Harrington – Mar 31 2012 Financial Statements – info only

The Successful Investor renewal forms- pass to treasurer for payment.

Ministry of Citizenship and Immigration– info only

Diane Thompson – Public Library Service Awards – info only

Claire-Marie Paquette-Finlay -photo ID card printing machine– info only

Beth Harding – Updates re Overdrive numbers– info only

- Overdrive Notices– info only

Overdrive – Media Console– info only

Peggy Malcolm – Customer service Assessment Workshops– info only

Jill Pangborne – Book Club Sets– info only  
Barbara Franchetto – The 21<sup>st</sup> Century Public Library– info only  
Claire-Marie Paquette-Finlay – Agri Spirit fund  
Anne Langevin – Jasi Steering Committee– info only  
Daryl Novak – OLS-N Large Print Pools– info only  
Info seniors – Seniors' Month– info only  
Diane Thompson – Annual Survey of Public Library– info only  
Lynda Dowdle – Update re DO NOT WEED– info only  
Karen Badgley – Short listed – how can the board help Cathy to proceed– info only  
Marlene Gibson – forwarded message – 11<sup>th</sup> annual Bonnechere Authors Festival– info only  
Rosanne Renzetti – Chrome books for Libraries Webinar – Marlene to follow up.  
Our Digital World– info only

**9. NEW BUSINESS**

Fundraising reports – see sample to be handed in to the treasurer at the end of each event documenting in detail the amounts spent as well as all sources of income.  
Bank Account – our chequeing account currently has \$12010. Does the board wish to transfer any to the treasury account? Gayle is to investigate and recommend to the board what needs to be done.  
Coffee morning suggestion – Betty Condie Hospital Board presentation to be arranged – Marlene offered to assist.

**10. PROJECT REPORTS**

Jasi- No Report  
History Project – a helper is available to work on the project in the near future. Pam Charron may be able to give us more time in the future dealing with the comments on the site.

**12. UNFINISHED BUSINESS**

Card Party – Discussion was held on food serving layout and how to handle gluten issues at the next Card Party. Desserts (squares) were well received but it was felt we needed to get the donation jar out sooner.  
Policy, Procedures and (Strategic Plan)  
By-laws - none

**13. QUESTIONS AND ANSWERS**

Fran Kelly-Chamberlain asked if the ticket seller of euchre tickets could manage these sales in such a manner that she would sell one ticket at a time gradually making up the table of four. In response it was felt that this is basically how it is being handled and it was working now.

**14. ACTION ITEMS**

-Gayle Watters- a list of vendors and phone numbers for eResources items.  
Library Board members need copies of all finalized by-laws, procedures and policies.

**16. ADJOURNMENT**

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

BE IT RESOLVED THAT this meeting adjourn at 15:08 p.m. to meet again (to be determined) at 1:00 p.m., in the Library.

*Carried*

---

Chairperson

---

Secretary/Treasurer