

Head, Clara and Maria Public Library Board Meeting Minutes

A regular meeting of the Head, Clara and Maria Public Library Board on Wednesday, January 7, 2015, called to order at 12:05pm

1. Roll Call:

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

2. Pecuniary Interest None

3. Appointment of Chair, Secretary and Treasurer

- Resolution #1 Moved by Betty Condie, Seconded by Dave Foote
Be it resolved that Marlene Gibson be appointed Chair to the Head, Clara and Maria Public Library Board. CARRIED
- Resolution # 2 Moved by Cathy Sutherland, Seconded by Betty Condie
Be it resolved that Candice Hersak by appointed secretary of the Head, Clara and Maria Public Library Board. CARRIED
- Resolution #3 Moved by Betty Condie, Seconded by Cathy Sutherland
Be it resolved that Noella LeBreton by appointed treasurer of the Head, Clara and Maria Public Library Board. CARRIED

4. Approval of Minutes of Previous Meetings

- Resolution #4 Moved by Dave Foote, Seconded by Fran Kelly-Chamberlain
Be it resolved that regular minutes for November 26th, 2014 be accepted as presented. CARRIED

5. Business Arising from the Minutes

2015 Budget: - The CEO explained to the board that municipal clerk, Melinda Reith, requested that the OLCF grant be included in the 2015 budget. The board agreed to the changes.

- Resolution #5 Moved by Fran Kelly-Chamberlain, Seconded by Cathy Sutherland
Be it resolved that the 2015 budget be accepted as presented. CARRIED

6. Financial Reports

No Financial Reports were available

7. Report of the CEO

- The CEO went over her written report.
- She reported that the library now had family passes to the Canadian Aviation and Space Museum and the Canada Agriculture and Food Museum in Ottawa. She expects to get a few more passes to other major museums in Ottawa. The CEO agreed to look into Northern Museum passes.
- The CEO was able to find out the ages of all of the computers and discussed some computer issues the library was having

8. Report of The Chair

- The Chair was asked by the clerk to contact Xplornet with concerns over the library's internet speed issues. The Xplornet employee asked that someone contact him with some more information in hopes that he could help increase the speed to the library. The CEO will talk with the township so that the information could be passed on.
- The Chair discussed a report that the OPLA sent out about various spending statistics on Ontario libraries. The statistics for the Head, Clara and Maria Public Library seemed to run high which was explained by the Chair; the year in which the statistics were taken was from a year that the HCM library received a generous grant.
- The library's vacuum has been fixed
- The Chair has and will continue to work with the CEO with ordering and cataloguing for the library.

9. New Business

- Appointment of signing officers (2 staff and 2 Board)
Resolution #6 Moved by David Foote, Seconded by Fran Kelly-Chamberlain
Be it resolved that Noella LeBreton and Candice Hersak are appointed staff signing officers and that Cathy Sutherland and Marlene Gibson are appointed board signing officers. CARRIED
- Authority for treasurer to apply for credit card
Resolution #7 Moved by David Foote, Seconded by Fran Kelly-Chamberlain
Be it resolved that the treasurer has the authority to apply for a credit card for the use of the Head, Clara and Maria Public Library by the Library's CEO and one Head, Clara and Maria Public Library Board (Marlene Gibson). CARRIED
- Authorizing a borrowing limit
Resolution #8 Moved by Cathy Sutherland, Seconded by Betty Condie
Be it resolved that the Library has authorized a borrowing limit of the amount of \$5000. CARRIED

10. Correspondence

- The new grant was signed and received by the ministry. The library is in the second tier and will receive more information soon

11. Reports of Projects

History Project: - Cathy has been in contact with Pam via email and hopes to meet soon to gather more information on the history project.

- Marlene will meet with Cathy for some VITA training

12. Questions and Answers None

13. Action Items None

14. Fundraising Planning

- The board picked potential dates for upcoming fundraisers so that they could book the Township's hall:
 - Spring Card Party: April 23
 - "May Madness": June 6 (looking into a new name)
 - Fall Card Party: October 22

15. Adjournment

Resolution #9 Moved by Fran Kelly-Chamberlain, Seconded by Betty Condie
Be it resolved that this meeting adjourn at 1:34pm to meet again Feb 18th, 2015 at 1pm.
CARRIED