

# Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting held on June 15<sup>th</sup> called to order at 1:00pm.

## 1. Roll Call:

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

## 2. Pecuniary Interest: None

## 3. Approval of Minutes of Previous Meetings:

**Resolution #1** Moved by Fran Kelly-Chamberlain, Seconded by Dave Foote.

Be it resolved that regular minutes for May 6th, 2015 be accepted as presented. CARRIED

## 4. Business Arising from the Minutes: None

## 5. Report of the CEO:

- The CEO met the rest of the Library Board and expressed her appreciation in being chosen for the Librarian/CEO position.
- The CEO advised the board of a previous regular commitment on the second Wednesday of each month, which would require her to work a different day at the library in that week.
- The CEO advised the board that she is planning a coffee and cake celebration for 'Seniors' Month 2015, scheduled for June 24<sup>th</sup>; and is also working on a plan to have kids participate in a summer library program, possibly a scavenger hunt.
- The CEO reported that there was an issue recently with Wi-Fi printing, and that she is working with OnServe to resolve it.

## 6. Report of The Chair:

- The Chair reported on a recent meeting attended in Arnprior.
  - The topic of the OHS Act came up; do we have one? Needs to be reviewed annually. Mel to look for policy. Do we have a program? Mel to ask Melinda if she is to complete something on-line, as a new employee. Look up policies and make them accessible. There is a template (see Marlene's notes). Hiring Policy? Procurement of goods and services policy?
  - Capacity funding – Did Candice receive a reply?
  - Received \$4,444 for IT spending (pay for OverDrive for next couple of years). Can we use some of this for History Project?
  - Tier #1 resources that we receive (Tumblebooks, Ancestry, Chilton Car Repair) will not be paid for anymore as of December 31<sup>st</sup>, as noted in January 2015 SOLS Signal Newsletter.
  - Do we show up on Google Maps or other GPS sites?
  - Annual Survey – Mel to access now and ensure it is working and accessible. It is suggested that we print it out, fill it in, rather than be timed out online. Phone Adam Havieris for help.

- Connectivity – ask Dana. How far did Candice get on this? Access point? Grants and Connectivity – Peggy Malcolm.
- Trillium grants are changing - \$20,000.00. Go to website and go online to do a “self-assessment” to see if we qualify.
- Petawawa outdoor herb garden.
- SmartTV-library-flash drive, rolling pictures, advertising, latest books, movies – (Barry’s Bay)
- TEDTalk

**7. Financial Reports:**

**Accounts Payable Cheque Register:**

**Resolution #2:** Moved by Cathy Sutherland, Seconded by Fran Kelly-Chamberlain.

Be it resolved that the Accounts Payable Cheque Register Report covering the period of May 1<sup>st</sup> to June 8<sup>th</sup>, 2015 be accepted as presented. CARRIED

**Statement of Revenue & Expenditures:**

**Resolution #3:** Moved by Cathy Sutherland, Seconded by Dave Foote.

Be it resolved that the statement of Revenues and Expenditures covering the period of January 1<sup>st</sup> to June 9<sup>th</sup>, 2015 be accepted as presented. CARRIED

**8. Correspondence:**

- The Successful Investor renewal.
- Letter of Agreement – OLS North.

**9. Policies:**

None

**10. New Business:**

- LearnHQ - Learning Portal for librarians/CEOs. Is now available for CEOs and board members. Suggesting in the Fall to devote 10 minutes at the beginning of each meeting to review one particular subject – i.e., Leadership by design. Mel needs to get on LearnHQ, re: Webinar for Annual Survey

**11. Reports of Projects:**

History Project:

- Marlene reporting. Email from Jess Posgate – Vita Toolkit account – Marlene replied to email re: being shorthanded.
- Other email – Our Digital World changing how they provide Client Support, etc. Marlene will get Cathy on to this system.

**12. Questions and Answers:**

- None

**13. Action Items:**

- Marlene will prepare report for both Spring Card Party and June Jazaar.

**14. Adjournment**

**Resolution #4:** Moved by Betty Condie, Seconded by Cathy Sutherland

Be it resolved that this meeting adjourn at 2:30pm to meet again Sept 9<sup>th</sup> 2015 at 10:00am in the Library. CARRIED

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Chair – Marlene Gibson

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Secretary – Melanie Theil