

Head, Clara and Maria Public Library
Board Meeting - MINUTES
2017 May 2nd at 2:00 p.m.

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: No

3. Approval of Agenda:

Resolution #1: Moved by Dave Foote, Seconded by Cathy Sutherland. BE IT RESOLVED that Agenda for 2017 May 2, be accepted as presented. CARRIED

4. Approval of Minutes of Previous Meeting:

Resolution #2: Moved by Cathy Sutherland, Seconded by Betty Condie. BE IT RESOLVED that Minutes for 2017 March 29, be accepted as presented. CARRIED

5. Business Arising from the Minutes:

- Mel will email/mail out invitations to invitees for “Library Volunteer Appreciation Evening”. Done
- Fran will contact Rolphton Restaurant re: possible pizza deal. Done.
- Cathy will provide paper for Appreciation Certificates. Done
- Mel will check for Volunteer Service Spreadsheet. Done.
- Mel will update GOV-06 Governance-Planning policy. Done.

6. Report of the CEO: Attached.

7. Report of The Chair: April 22nd Trustee Council meeting in Renfrew - think about moving pamphlets so they are more visible. Accessibility for Ontarians with Disabilities (AODA) Act has changed – customer service training online. Mel will email link to board members, staff, and volunteers. At Marlene’s request, Mel emailed OLA/FOPL document (‘creating one voice for public libraries’) to all. In keeping with privacy policies, it was suggested that sign-up sheets (for computer usage) should be used for stats – numbers collected each week, then sheet should be destroyed (Ongoing action on Mel). It was announced that with the Annual Survey being available, there will be 4 webinars made available, through SOLS, to assist in completing the survey. There are also other training webinars available on SOLS, which have costs associated (Mel will report on this at next meeting.) Trillium grants are available if there is a specific need or upcoming project. Card Party proceeds handed in but no bills paid yet as Noella is still working on the library system. Action on Marlene to purchase new decks of cards. Action on Mel to order more bar codes as per info from Marlene.

8. Financial Reports:

Accounts Payable Cheque Register Report:
No report.

Revenue and Expense Report:

No report.

Budget:

No report.

- 9. Correspondence:** Melinda provided Mel with a copy of the auditor's report for all board members. Mel will look in to Sudbury tourism for free or discounted passes for libraries to attend museums, etc. Mel will advertise and laminate 2017 Ottawa Museum Network library passes. Mel will look into library passes or discounts for larger Ottawa museums.

10. Policies: Policies for review and comment:

- Foundation-Mission Statement – FN-01
- Foundation-Vision Statement – FN-02
- Governance-Board Advocacy – GOV-08
- Volunteers-Volunteer Program – VOL-01
- Volunteers-Recruitment & Assignment – VOL-02
- Volunteers-Responsibilities of Volunteers – VOL-03.

The above policies were reviewed by all and amended. Mel will update electronic copy of each. **Resolution #3:** Moved by Dave Foote, Seconded by Cathy Sutherland. BE IT

RESOLVED that: -Foundation-Mission Statement – FN-01
-Foundation-Vision Statement – FN-02
-Governance-Board Advocacy – GOV-08
-Volunteers-Volunteer Program – VOL-01
-Volunteers-Recruitment & Assignment – VOL-02
-Volunteers-Responsibilities of Volunteers – VOL-03

be accepted an updated as discussed. CARRIED

- 11. New Business:** June Jazaar plans – Cathy began emailing vendors. Mel will add notice to vendors to webpage and Facebook. Mel will put in NRT. Cathy has prepared poster. Mel will look after breakfast for June Jazaar. Mel will do baking to sell. Mel to find out if special license/food serving permit is required.

12. Reports of Projects: History Project: - Checked out the scanner – it works with the new software

Recommendations for photo scanning

- Scan all photos to usb for easy conversion to VITA – otherwise you will need to move the images afterwards.
- All donors will need to complete the Donation Form for the collection and also the Digitization Form for individual pictures.
- Photos are saved as .tif
- Scan at highest resolution possible 600dpr to 800 dpi

Once photos are collected and scanned there are two more steps (which can be done when time permits)

1 – Photos need to be uploaded to Vita

2 – Excel spread sheet needs to be updated

Action on Mel to look up form and email to Cathy.

13. Questions and Answers: None.

14. Action Items:

- Mel will email link to board members, staff, and volunteers.
- Mel to investigate and report on SOLS webinars, at next board meeting.
- Marlene to purchase new decks of cards.
- Mel to order more bar codes.
- Mel will look into Sudbury tourism for free or discounted passes for libraries to attend museums, etc.
- Mel will advertise and laminate 2017 Ottawa Museum Network library passes.
- Mel will look into library passes or discounts for larger Ottawa museums.
- Mel will update electronic copy of each of the six policies reviewed and amended.
- Mel will add notice to vendors to webpage and Facebook.
- Mel will put June Jazaar ad in NRT.
- Mel to find out if special license/food serving permit is required for breakfast and bake sale for June Jazaar.
- Mel to look up History Project Donation form and email to Cathy.
-

15. Adjournment:

Resolution #4: Moved by Dave Foote, Seconded by Betty Condie. BE IT RESOLVED that this meeting adjourned at 11:28 a.m. to meet again on Tuesday, May 2nd, 2017 at 2:00 p.m. in the Library. CARRIED