

## Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting held on 2019, May 3 called to order at 12:30 p.m.

### 1. Roll Call

Designation	Name	P	A	E	Designation		P	A	E
Chair	Marlene Gibson	X			Member	Gay Baribeau	X		
Member	Catherine Sutherland	X			Member	Fran Kelly - Chamberlain	X		
Member	Betty Condie	X			CEO	Judy Zilney	X		

### 2. Pecuniary Interest: None

### 3. Approval of Agenda:

**Resolution #1:** Moved by Fran Kelly-Chamberlain, Seconded by Gay Baribeau . Be it resolved that the agenda for May 3, 2019 be accepted as amended. CARRIED

### 4. Approval of Minutes of Previous Meeting:

**Resolution #2:** Moved by Fran Kelly-Chamberlain, Seconded by Gay Baribeau.  
Be it resolved that regular minutes for April 3, 2019 be accepted as presented. CARRIED

### 5. Business Arising from the Minutes: Financial signing and spending authority bylaws were reviewed, approved and carried. **Resolution #3** was moved by Gay Baribeau and seconded by Catherine Sutherland. **Resolution # 4** was moved by Catherine Sutherland and seconded by Gay Baribeau.

### 6. CEO Report

#### Circulation Report for April

Type	Amount
DVDs/CD	31
Junior Fiction/YA	0
Adult	23
Periodicals	0
Total Circulation	54

Kaspersky Internet Security has been added to the computers, laptops and tablets with the help of Cathy Sutherland.

The fees collected from the book cart and late fees in the amount of \$41.90 has been forwarded to the office.

Marlene and I attended the meeting with John Yakabuski at the Barry's Bay Public Library to showcase the services libraries provide and the importance of this to the community. There was a very good turnout to support this initiative.

I visited the Point Alexander Library. Scott was helpful in providing information on areas to get the information required to complete the Annual Survey. The deadline for completion is the end of May. Time has been booked in early May with Crystal Fischer to complete the financial section as well as time with Peggy Malcolm.

Gay Baribeau and I attended the April 30<sup>th</sup> library meeting lead by Peggy Malcolm in Eganville. The purpose of the meeting was to provide info on responsibilities of the Board and CEO.

- 7. Report of The Chair:** An online petition has be developed to show support and emphasize the importance of public libraries to communities in light of the recent budget cuts. The link to this online petition is [https://www.change.org/p/doug-ford-stop-the-cuts-to-the-southern-ontario-library-service-and-ontario-library-service-north-4e77e695-b7c5-46ae-a869-ae40c0b049a3/u/24490797?cs\\_tk=AuZLrX2QryBhH0lwzFwAAXicyyvNyQEABF8BvAFPTNtXE869RugOCHk-XZA%3D&utm\\_campaign=8b5a29350e0c474b9f7da76976748a2c&utm\\_medium=email&utm\\_source=petition\\_update&utm\\_term=cs](https://www.change.org/p/doug-ford-stop-the-cuts-to-the-southern-ontario-library-service-and-ontario-library-service-north-4e77e695-b7c5-46ae-a869-ae40c0b049a3/u/24490797?cs_tk=AuZLrX2QryBhH0lwzFwAAXicyyvNyQEABF8BvAFPTNtXE869RugOCHk-XZA%3D&utm_campaign=8b5a29350e0c474b9f7da76976748a2c&utm_medium=email&utm_source=petition_update&utm_term=cs)

Accessibility training is available for all board members to take. The link for this training is <http://www.accessforward.ca>. At the end of the training there will be a certificate to show you have completed this. Please print and bring in. A copy will be kept on file in the library.

**8. Financial Reports:**

- **Accounts Payable Cheque Register Report:**  
Not available.
- **Revenue and Expense Report:** None available

**9. Correspondence:** A letter from the Ministry was received re: interlibrary loan delivery cuts.

**10. Policies:** A review of Policies relating to Workplace Harassment, Discrimination, Violence and Sexual Violence were completed. The decision to adopt the Trillium Policies HR07 and HR08 was made.

**11. New Business:**

- Volunteer Appreciation - Date of June 11<sup>th</sup> was chosen to celebrate volunteers. The hall is booked from 2 to 8. Cocktails at 5:30 and Dinner at 6:00. The invitation list is being developed to be sent out to volunteers. A plaque with the names of the volunteers who are being recognized from May 2018 to May 2019 will be displayed in the library.
- Grant Discussion – Marlene Gibson and myself have registered for education relating to Grant submission. This will be completed by the end of May. The project specs for this grant application are that the project must be a cost of greater than \$5,000, must have a positive impact on active people and inspire people. The Township must be registered to allow submission. A June timeline is set for submission and a four month review period is in place before notification of approval.
- June Jazaar – Snow fence will be used to cordon off the yard and plant sale area. Tables and a peg board display is needed to hold items. A request to have these items brought to the area prior to set up will be sent to the township office. Posters will be mailed out to Head, Clara and Maria as well as Rolphoton and Swisha to advertise the event. The cost of \$35.00 for the mailout was approved. Breakfast will be available for purchase.
- Computers – a suggestion to remove the Windows 7 computer and replace it with a laptop that can be secured was made. The Windows 7 is outdated and no longer supported. A review of our systems will be done in the future.

**12. Reports of Projects:** The Spring Card Party was a success. Compliments on the luncheon were positive. The financial report will be given at next meeting.

**13. Questions and Answers:** None

**14. Action Items:**

Public Library meeting dates will be posted on community boards.  
Notice to township office to bring snow fence and tables for Jazaar.  
Cost of bread purchased from the recreation committee for the Open Sesame dinner.

**15. Adjournment:**

**Resolution # 5:** Moved by Betty Condie and Seconded by Catherine Sutherland  
Be it resolved that this meeting adjourn at 2.48 p.m. to meet again on Thursday, June 6, 2019 at 10:00 a.m. at the library. CARRIED

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Chair – Marlene Gibson

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CEO – Judy Zilney