

Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting held on 2019, June 6 called to order at 10:00 a.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 Betty Condie, Seconded by Fran Kelly-Chamberlain. Be it resolved that the agenda for June 6, 2019 be accepted as presented. CARRIED

4. Approval of Minutes of Previous Meeting:

Resolution #2: Moved by Betty Condie, Seconded by Catherine Sutherland. Be it resolved that regular minutes for May 3, 2019 be accepted as presented. CARRIED

5. Business Arising from the Minutes:

Computer review - Catherine Sutherland did a review of computers and software and had two recommendations. First recommendation: to upgrade the software on the admin computer to Microsoft Home and Student 2019, Second recommendation: to replace the outdated computer that is hardwired, [#3] with a one of the library laptops. These recommendations were supported.

Trillium Grant – the Grant is applicable for an activity based project or to support literature/arts promotion. This grant is not applicable for our needs at this time.

6. CEO Report

Circulation Report for May

Type	Amount
DVDs/CD	19
Junior Fiction/YA	
Adult	21
Periodicals	
Total Circulation	40

Financial signing authority documents have been copied and given to the municipal office for their records.

Video weeding was done for the Jazaar.

I attended a regional library meeting in Renfrew. Most of the CEO's were in attendance.

Great networking. The Renfrew Library went through renovations to their library last fall. They are very pleased with the quality of the flooring and how it held up through the winter months. Some discussions on how the interlibrary loan delivery could work but no decisions had been made.

The library credit card is now active and ready for use.

The Annual Survey is complete and submitted.

We have a total of 16 confirmed for the Volunteer Appreciation Dinner.

7. **Report of The Chair:** Delivery of Interlibrary loans is being discussed in various groups but no process has been decided on at this time to support the transport cost.

8. **Financial Reports:**

Accounts Payment Register Report: The Payment Register Report 2019-06-06 was reviewed. **Resolution #3** moved by Catherine Sutherland and seconded by Fran Kelly-Chamberlain that the payment register entries be accepted as presented. CARRIED

Revenue and Expense Report: The Revenue and Expense Report 2019-06-06 was reviewed. **Resolution # 4** moved by Betty Condie and seconded by Catherine Sutherland that the Revenue and Expense entries be accepted as presented. CARRIED

9. **Correspondence:** A proposal for website support was discussed. **Resolution #5**. It was moved by Catherine Sutherland and seconded by Betty Condie that a contract would be approved provided the cost was in a range that would fit our budget. This contract would be for a specified term to evaluation the service. CARRIED

10. **Policies:** None to review at this time.

11. **New Business:** Volunteer Appreciation. June 11 @ 5:30 p.m. Sixteen will be attending. The people responsible for setup will come around 4.

Library Meeting dates to be submitted to North Renfrew Times for public notification.

12. **Reports of Projects:** June Jazaar was successful considering a few competing events were held the same day. A date change for next year is being considered.

13. **Questions and Answers:**

14. **Action Items:**

15. **Adjournment:** **Resolution #6**. It was moved by Fran Kelly-Chamberlain and seconded by Betty Condie that the meeting be adjourned at 12:25 p.m. to meet again on Tuesday, Sept 3, 2019.

Chair – Marlene Gibson

CEO – Judy Zilney