

**HEAD, CLARA AND MARIA PUBLIC LIBRARY**  
**A regular meeting of the Head, Clara & Maria Library Board was held on**  
**Jan. 15, 2013 at 1:09 p.m. in the Library**

**1. ROLL CALL**

Chair: Marlene Gibson                      Member: Betty Condie  
Member: Dave Foote                      Member: Cathy Balla-Boudreau- Regrets  
Member: Cathy Sutherland- Regrets      Member: Fran Kelly-Chamberlain

**2. PECUNIARY INTEREST- None**

**3. APPROVAL OF MINUTES OF PREVIOUS MEETING**

**Moved by Dave Foote    Seconded by Betty Condie**

BE IT RESOLVED THAT minutes for regular meeting of Dec.17, 2012 be accepted as presented. *Carried*

**4. DEPUTATIONS- none**

**5. REPORT OF THE CEO**

- Met with Betty Condie re crafts and coffee mornings...see attached
- Printer failure... Printheads needed replacing and they were ordered at 72.00 each (reduced to 69.00) plus 18.00 shipping.
- Volunteer hours – developed a form to recoup.
- Email review
- Arranged the Jan 21 craft
- Arrange Feb 8 Coffee morning with MPAC

**6. REPORT OF THE CHAIR –**

- Favorite Author program is still being worked on. Currently it is felt that a check will be given to the Treasurer and that money would be applied to books (circulation). The receipts did not get done for 2012 due to time constraints but we will have this working for 2013.
- Lasagna costs can only be receipted if actual sales slips for items are given into the treasurer.
- Power Supply will be installed by Bill Gibson at his earliest opportunity for the library.
- Bingo – A new library program is currently being developed and will be called “Book Bingo Challenge”. This program will encourage new reads with 3 winners of the bingo being drawn and announced sometime at the years end.

**7. FINANCIAL REPORTS**

Cheque Log –

**Moved by Fran Kelly-Chamberlain    Seconded Dave Foote**

BE IT RESOLVED THAT The Cheque log generated on Jan. 10/13 covering the period of Dec. 18/12 – Dec 31/ 2012 be accepted as presented. *Carried*

Comparative Income Statements-

**Moved by Betty Condie    Seconded Fran Kelly-Chamberlain**

BE IT RESOLVED THAT the Comparative Income Statement generated on Jan. 10/13, covering the period from Jan. 01/12 to Dec. 31/ 2012 be accepted as presented.

*Carried*

End of Budget motions

Purchasing authorization - not required to balance budget.

Motion to carry on library business - not required to balance budget.

Motions to return specific amounts to reserve funds - not required to balance budget.

**8. CORRESPONDENCE**

Beth Harding – Compass 101 Registration – info only

Signal- info only

B. Franchetto, L. Dowdle, Jill Pangborne – SOLS new website launch-info only

Beth Harding – Updates for 2013 Tier 1- Gayle to follow up re website changes.  
Overdrive Invoice – info only for the board  
Sols training Newsletter – info only  
Townships- Community News request – Gayle to send in item

**9. NEW BUSINESS**

Budget – look at setting up new Reserve fund for IT needs

**10. PROJECT REPORTS**

Jasi- The enterprise catalogue's glitch is still being worked on as are some items like "the Boy Who Was Raised by A Librarian" which cannot be searched to catalogue.

History Project –3 webinars re; Vita Tool Kit are being watched by Marlene Gibson and Pam Charron to assist them in getting this history project back on track. Pam is also answering any requests coming in.

**12. UNFINISHED BUSINESS**

Policy, Procedures and (Strategic Plan)

Board Review of Orientation Kit – As part of their review the Board discussed their readings of sections 4 and 5 of the orientation manual.

**By-laws** - none

**13. QUESTIONS AND ANSWERS**

**15. ACTION ITEMS –**

-Gayle Watters- a list of vendors and phone numbers for eResources items.

- Library Board continue reading of Board Orientation Kit –Sections 6,7and 8.

**ADJOURNMENT**

**Moved by Fran Kelly-Chamberlain Secoded by Dave Foote**

BE IT RESOLVED THAT this meeting adjourn at 1:35 p.m. to meet again Feb. 11, 2013 at 1:00 p.m., in the Library. *Carried*

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Chairperson

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Secretary/Treasurer