

**HEAD, CLARA AND MARIA PUBLIC LIBRARY**  
**A regular meeting of the Head, Clara & Maria Library Board was held on**  
**Feb. 11, 2013 at 12:02 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 Jan. 15, 2012 be accepted as presented. *Carried*

**4. DEPUTATIONS- none**

**5. REPORT OF THE CEO**

Marlene and I finished off the ILS survey and submitted it.  
Confirmed an Egg Painting date -March 13 2013, 4:30 – 8:30  
Need to confirm Hospice Renfrew for April -  
Hall will be available now for April events and May Madness  
Developing some ideas to reduce shelving and data entry errors  
Reviewed Overdrive 30 minute training...I think this is more for ordering books for the library

**6. REPORT OF THE CHAIR –**

-Card Party date is April 18, 2013  
-Discussed the meal for the upcoming card party and Fran Kelly-Chamberlain is to check with Trudy Miller re a chicken recipe.  
Policy writing Boot Camp is coming up March 7, 2013 in Pembroke  
Small Library meeting is April 4, 2013  
Hall expansion will not result in any changes to the current library layout but a note will be sent to Melinda Reith about some consideration for storage.

**7. FINANCIAL REPORTS**

Cheque Log – not available  
Income Statement – not available

**8. CORRESPONDENCE**

Signal – previously sent to Board  
Barbara Franchetto – Provincial ILS initiative  
Beth Harding - Career Cruising Site Updates  
Overdrive – The Next Generation – Gayle to follow-up  
Prime Minister's Volunteer Awards  
Community Information Centre - Info

**9. NEW BUSINESS**

Budget  
Moved by Fran Kelly-Chamberlain    Seconded by Betty Condie

BE IT RESOLVED THAT budget of 2013 be accepted as presented *Carried*

Bingo Book Challenge – Email packages to Friends of the Library keeping 15 copies in the library for pick up. It will be suggested the patrons come in to update their list but if they cannot make it they can call or email the library and we can update for them.

Egg Painting – March 13 is the confirmed date for egg painting and all supplies including eggs will be supplied by Anne.

**10. PROJECT REPORTS**

Jasi- No report

History Project –Confidentiality statement re the release of information.

The procedure for request for information coming into the Township Offices was discussed and it was decided that Pam Charron and Marlene Gibson would be emailed the request for action and collection of stats. Gayle will ask Noella to make sure an email address is asked for.

**12. UNFINISHED BUSINESS**

Policy, Procedures and (Strategic Plan)  
Board Review of Orientation Kit –  
**By-laws** - none

**13. QUESTIONS AND ANSWERS**

Betty Condie will act as one hostess for the March 19 coffee morning with MPAC's Cecilia Buelow speaking.

May Madness date was set for May 11 2013 with setup on the Friday.

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

BE IT RESOLVED THAT this meeting adjourn at 1:20 p.m. to meet again Mar. 11, 2013 at 12:00 p.m., in the Library. ***Carried***

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Chairperson

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Secretary/Treasurer