

**HEAD, CLARA AND MARIA PUBLIC LIBRARY**  
**A regular meeting of the Head, Clara & Maria Library Board was held on**  
**Apr. 29, 2013 at 1:00 p.m. in the Library**

**1. ROLL CALL**

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

**2. PECUNIARY INTEREST- None**

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

**Moved by** Betty Condie    **Seconded by** Fran Kelly-Chamberlain  
BE IT RESOLVED THAT minutes for regular meeting of Apr. 8, 2013 be accepted as presented.  
*Carried*

**4. DEPUTATIONS- none**

**5. REPORT OF THE CEO**

Cogeco ad for May Madness  
Email to solicit volunteers- see list  
Email to rent tables and announce event – 5 tables booked  
Annual Survey 2012 – have started collecting data  
Volunteer follow-up for card party  
Thank you for Country Home Gardens – see attached  
SOLs survey re; services provided; i.e. what we use

**6. REPORT OF THE CHAIR –**

Attended Trustee Council April 20/13 in Petawawa  
Book Tree – a good presentation was given highlighting the participating libraries of Killaloe, Pembroke, Petawawa and Arnprior.

**7. FINANCIAL REPORTS**

Accounts Payable Cheque Register Report – No report  
Statement of Revenues & Expenditures

**Moved by** Cathy Sutherland    **Seconded by** Fran Kelly-Chamberlain

**BE IT RESOLVED THAT** the Statement of Revenues & Expenditures covering the period of Jan. 1 2013 – April 29, 2013 be accepted as presented.

**8. CORRESPONDENCE**

Beth Harding – Ontario Library Service Download Centre  
Netfirms – domain name- sent to Noella LeBreton for verifying  
Gwen Wheeler – May Workshops; sent to the board for review  
Claire-Marie Paquette Finlay – FOL (Friends of the Library) ideas exchange  
Ontario Library Association – Library Week 2013  
Laurey Gilles – SOLs contribution to your library survey

**9. NEW BUSINESS**

May Madness – May 11 at 9 a.m.  
Flyers – a bulk mail of half page flyers will be mailed.  
Table rentals – 4 booked (DRDHA, CWL, Beaulieu) plus Township may need space for Fire and EM.  
Whistle Stop – Betty Condie will contact the Whistle Stop staff to arrange drop off  
Volunteer List posted in the library – encourage people to sign up.

**10. PROJECT REPORTS**

Jasi- No Report  
History Project – Marlene Gibson is to discuss with Nancy Skuce some of the scanning issues. Pam Charron will be off for a unspecified period of time.

**12. UNFINISHED BUSINESS**

Card Party – Discussion was held on food serving layout and how to handle gluten issues at the next Card Party. Dessert (squares) were well received but it was felt we needed to get the donation jar out sooner.

Policy, Procedures and (Strategic Plan)

By-laws - none

**13. QUESTIONS AND ANSWERS**

Fran Kelly-Chamberlain asked if the ticket seller of euchre tickets could manage these sales in such a manner that she would sell one ticket at a time gradually making up the table of four. In response it was felt that this is basically how it is being handled and it was working now.

**14. ACTION ITEMS**

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

Library Board members need copies of all finalized by-laws, procedures and policies.

**16. ADJOURNMENT**

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

BE IT RESOLVED THAT this meeting adjourn at 2:30 p.m. to meet again May 27, 2013 at 1:00 p.m., in the Library. ***Carried***

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Chairperson

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Secretary/Treasurer