

# Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting of the Head, Clara and Maria Public Library Board held on Wednesday, February 18<sup>th</sup>, 2015 at 1:06pm

## 1. Roll Call:

**Chair:** Marlene Gibson    **Member:** Betty Condie  
**Member:** Dave Foote        **Member:** Fran Kelly-Chamberlain  
**Member:** Cathy Sutherland   **CEO:** Candice Hersak

## 2. Pecuniary Interest

## 3. Approval of Minutes of Previous Meetings (*Resolution #1*)

- Betty Condie noted a mistake in the minutes that it was labelled as Board Meeting Agenda, not Board Meeting Minutes. Candice will correct it.

Resolution No. 1 Moved by Dave Foote, Seconded by Fran Kelly-Chamberlain  
Be it resolved that regular minutes for January 7<sup>th</sup>, 2015 be accepted as Presented. CARRIED

Resolution No. 2 Moved by Dave Foote, Seconded by Betty Condie  
Be it resolved that the minutes for additional meeting on January 28<sup>th</sup>, 2015 be accepted as Amended. CARRIED

## 4. Business Arising from the Minutes

None

## 5. Report of the CEO

- The CEO went over her written report. No comments or questions were asked.

## 6. Report of The Chair

- The Chair asked to set a date to plan the menu for the upcoming card party. March 4<sup>th</sup> at 10am was chosen
- The dates for all of the fundraisers have been passed on to the Township for their calendar
- The Chair asked the CEO to look into drawing attention the magazine collection at the library
- The Chair asked the CEO to look into whether the Overdrive fee can be covered by the Electronics Grant

## 7. Financial Reports

Accounts Payable Cheque Register  
Statement of Revenue & Expenditures

- The CEO to look into why the Overdrive fee amount is different on the Accounts Payable Cheque Register from the Statement of Revenue and Expenditures.
- The CEO asked which magazine the library pays for and where it was represented on the budget. It is included under 'circulation expenses'.

Resolution No. 3 Moved by Fran Kelly-Chamberlain, Seconded by Dave Foote  
Be it resolved that the Accounts Payable Cheque Report covering the period of  
January 1<sup>st</sup> to February 17<sup>th</sup>, 2015 be accepted as presented. CARRIED

Resolution No. 4 Moved by Betty Condie, Seconded by Dave Foote  
Be it resolved that the Accounts Payable Cheque Register covering the period  
of November 27<sup>th</sup> to December 31<sup>st</sup>, 2014 be accepted as presented.  
CARRIED

Resolution No. 5 Moved by Cathy Sutherland, Seconded by Betty Condie  
Be it resolved that the Statement of Revenues & Expenditures covering the  
period of January 1<sup>st</sup> to December 31<sup>st</sup>, 2014 be accepted as presented.  
CARRIED

Resolution No. 6, Moved by Fran Kelly-Chamberlain, Seconded by Dave Foote  
Be it resolved that the Statement of Revenues & Expenditures covering the  
period of January 1<sup>st</sup> to February 17<sup>th</sup> be accepted as presented. CARRIED

## **8. Correspondence**

- The CEO presented some information emailed to her about the Seniors Community Grant Program. After some discussion it was decided that the grant was not a good fit for the Library.

## **9. Policies**

- The CEO explained both policies (OP03 and OP05) and it was decided to approve them without change

Resolution No. 7 Moved by Cathy Sutherland, Seconded by Betty Condie  
Be it resolved that we accept the following policies:

OP-03 Operational Procurement

OP-05 Collection Development

CARRIED

## **10. New Business**

- The CEO explained that the Township would be hiring OnServe as its IT support. The CEO explained some of the services offered by OnServe and how it would benefit the library. The CEO was asked if she thought it would be worthwhile for the library to use OnServe. She agreed it was.
- After some discussion it was decided that the library would use OnServe
- The CEO was asked to look into how long the agreement the Township had with OnServe and the cost for the library.

## **11. Reports of Projects**

History Project: - Marlene has some information from Pam to pass on to Cathy

## **12. Questions and Answers**

- The CEO was asked for an update on the electronics grant. The grant has arrived and the library can now look into what it would purchase. It was decided that replacing 2 of the computers and the 2 laptops would be priority.

The CEO asked that the library board members email her with any ideas or needs that they have in regards to the new purchases.

- Fran asked about the history of the History Project and was given an overview of how it all came to be.
- Cathy was wondering if we should follow up on the flash drive given to a Mr. Charbonneau who offered to fill it with information on the area's history.
- Cathy was wondering if the library board wanted to look more seriously into the Cookbook project. She asked the board if they thought it would be a good fundraiser.
- Betty wanted the library board to price out the latest needle point work given to the library to help fundraise money. It was decided to price it out at \$20 and the CEO was asked to make a sign for it.

### 13. Adjournment

Resolution No. 8 Moved by Dave Foote, Seconded by Fran Kelly-Chamberlain  
Be it resolved that this meeting adjourn at 2:45pm to meet again March 11<sup>th</sup>, 2015 at 1pm in the library. CARRIED

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Library Chair

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Library Secretary or Treasurer