

## HEAD, CLARA AND MARIA PUBLIC LIBRARY

A regular meeting of the Head, Clara & Maria Library Board was held on  
June 11, 2012 at 1:00 p.m. in the Library

### 1. ROLL CALL

Chair: Marlene Gibson  
Member: Betty Condie  
Member: Dave Foote –  
Member: Cathy Balla-Boudreau  
Member: Debbi Grills

### 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 May 14, 2012 be accepted as presented. *Carried*

### 4. DEPUTATIONS- none

### 5. REPORT OF THE CEO –

#### MAY

- Delivered the Children's books to Ruth Morin for her grandchildren, Alyssa and Alex Morin.
- May Madness advertising
- May Madness – booked tables
- Meeting Prep
- Annual Survey -Worked on the Annual Survey now due June 30th. waiting for an eResource usage from SOLS and a report from Dan at OLS-N
- Arranged for Terry Lamure to hang some things in the Library – ladder, exiting., acrylic holders, file unit

#### June

- Thank you to Anne Seck
- Club News
- Annual survey – completed, submitted and confirmed
- Watching for next survey for PLOG- Public Library Operating Grant
- eResources survey 2012
- CAP letter written and sent

### 6. Report of Chair –

Attended Small Libraries committee meeting

### 7. FINANCIAL REPORTS

Cap Grant Report –info only

Cheque Log –

**Moved by Betty Condie Seconded Debbi Grills**

BE IT RESOLVED THAT The Cheque log generated on June 11, 2012 covering the period of May 12, 2012 to June 11, 2012 be accepted as presented.

*Carried*

Comparative Income Statements-

Moved by Debbi Grills Seconded by Dave Foote

BE IT RESOLVED THAT the Comparative Income Statement generated on June 5, 2012, covering spending from Jan. 1, 2012 to June 5, 2012 be accepted as amended.

*Carried*

Allocation of Surplus funds

**Moved by Debbi Grills Seconded Betty Condie**

BE IT RESOLVED THAT the Head, Clara and Maria Public Library board allocate surplus funds of \$5041.345 to a reserve called Working Capital Reserve.

**Carried**

**8. CORRESPONDENCE**

Capstone- Pebble go announcements-info only  
Claire-Marie Paquette-Finlay – EFT requirements for a separate bank account- N. Lebreton  
Townships HCM – New Horizons Program-info only  
OLS-N Holiday Hours-info only  
Diane Thompson – Call for Submissions-info only  
Barbara Franchetto – Annual Survey Webinar-info only  
OLS-N – Stats-info only  
World Literacy Canada-info only  
Serge Aubin – Enterprise Upgrade-info only  
John Lee – Thank you-info only  
Teck Soup -info only  
Daryl Novak – Consortia Purchasing Agreement Updates-info only  
Faline Bobier – CLPP- Gayle Watters  
Tumble Books – Partners with National Geographic-info only  
Ottawa Museum Network-info only  
Our Digital World - invoice-info only

**9. NEW BUSINESS**

Xplornet costs – motion to ask council to absorb 100%. *Postpone*  
Sarah Badgley Fund  
Fundraising ideas-

- Bake sale with a coffee morning.
- Cross stitch donations to sell.
- Market at Deep River – can we put in a table and sell bread, pies, muffins at the beginning and end of season?
- Tupperware sale
- Composting talk – need to check website for information.

Cap Grant – letters to Cheryl Gallant

**10. PROJECT REPORTS**

Jasi- Membership cards need to worked out the patrons of the local campsites using our library on an infrequent basis.  
History Project  
Veterans Project – Debbi Grills donated a book holder for the guest book and the board wants to note their most sincere thank you for such thoughtfulness.

**12. UNFINISHED BUSINESS**

Card Party- \$270.00 dollars was earned and the next date tentatively set for Oct. 11 2012.  
May Madness – \$1564.00 was made to date but there are still monies to come in.  
Volunteer Form – Final copy for each board member at the next meeting  
Policy, Procedures and (Strategic Plan)-Procurement Policy Review- final copied to be sent to each board member.

**13. BY-LAWS - none**

**14. QUESTIONS AND ANSWERS**

Board Chair Marlene Gibson thanked Debbi Grills for her time and participation on the board member this past year and wishes her well in all her new endeavours.  
Board member Foote questioned the amount (\$500.00) in items 5&6 of the Procurement policy but which turns out to be the correct amount.

**15. ACTION ITEMS –**

- Gayle Watters- a list of vendors and phone numbers for eResources items.
- Gayle Watters - find a way to recoup Library volunteered hours.
- Library Board continue reading of Board Orientation Kit –September
- Marlene Gibson -membership cards for campground patrons

-Gayle Watters - Form for campground patrons to complete

**ADJOURNMENT**

**Moved by Dave Foote    Seconded by Debbi Grills**

BE IT RESOLVED THAT this meeting adjourn at 3:30 p.m. to meet again Sept. 17, 2012 at 1:00 p.m., in the Library.

***Carried***

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Chairperson

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Secretary/Treasurer