

## Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting held on 2019, October 1 called to order at 10:00 a.m.

### 1. Roll Call

Designation	Name	P	A	E	Designation		P	A	E
Chair	Marlene Gibson	X			Member	Gay Baribeau	x		
Member	Catherine Sutherland	X			Member	Fran Kelly - Chamberlain	X		
Member	Betty Condie	X			CEO	Judy Zilney	X		

### 2. Pecuniary Interest: None

### 3. Approval of Agenda:

**Resolution #1:** Moved by Fran Kelly-Chamberlain, Seconded by Catherine Sutherland. Be it resolved that the agenda for October 1, 2019 be accepted as presented. CARRIED

### 4. Approval of Minutes of Previous Meeting:

**Resolution #2:** Moved by Gay Baribeau, Seconded by Fran Kelly-Chamberlain. Be it resolved that regular minutes for September 3, 2019 be accepted as presented. CARRIED

### 5. Business Arising from the Minutes: None

### 6. CEO Report                      Circulation Report for September 2019

Type	Amount
DVDs/CD	47
Junior Fiction/YA	1
Adult	39
Periodicals	
Total Circulation	87

\*Melanie Theil finished her time at the library on Sept 25. We covered Website information, the Public Library Grant App and E- resource management. We also established contacts for assistance with these areas.

\*I participated in education webinars relating to the CEO Peer Group Discussion, changes in the format for the Public Library Grant App and also the Overdrive Marketplace.

\*The DVD Pool exchange will occur this month. The group will be doing a trunk exchange at the Library group meeting on the 17<sup>th</sup> of October at Bonnechere Valley Library.

**7. Report of The Chair:** Card Party plans complete and luncheon supplies purchased.

**8. Financial Reports:**

**Accounts Payment Register Report:** No report available.

**Revenue and Expense Report:** No report available.

**9. Correspondence:** None at this time.

**10. Policies:** Policy HR-01 “Prevention of Workplace Violence” and Policy HR-04 “Workplace Harassment and Discrimination” were reviewed and approved. **Resolutions # 3.** Moved by Fran Kelly-Chamberlain and Seconded by Catherine Sutherland the Policy HR-01 and Policy HR-04 be approved. CARRIED.

Policies HR-02 Code of Conduct and HR-03 Health and Safety were discussed. Changes will be processed with final review next meeting.

Policies BL-03 Terms of Reference of the Officers and BL-04 Powers and Duties of the Board were given out for review.

**11. New Business:** Storage cupboard reorganizing was discussed and a date of October 28 at 10:00 was set for this task.

**12. Reports of Projects:** Christmas Vendor Market is scheduled for November 16. Catherine Sutherland has received confirmation from 15 vendors to date.

Library week is scheduled for the week of November 4 to 9. A Library “Tea and Social” is scheduled on November 5<sup>th</sup> from 1:30 to 3:00.

**13. Questions and Answers:** a request was made relating to financial reports to indicate what items are coded under each account.

**14. Action Items:** Accessibility training link is [www.accessforward.ca](http://www.accessforward.ca).

**15. Adjournment:** **Resolution # 4.** It was moved by Catherine Sutherland and seconded by Betty Condie that the meeting be adjourned at 11:02 a.m. to meet again on Tuesday, November 5, 2019 at 10:00 a.m. CARRIED.

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Chair – Marlene Gibson

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CEO – Judy Zilney