

# Head, Clara and Maria Public Library

## Board Meeting Minutes

A Regular Meeting held on 2019, March 6 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 Betty Condie, Seconded by Catherine Sutherland . Be it resolved that agenda for March 6, 2019 be accepted as corrected. CARRIED

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

**Resolution #2:** Moved by Catherine Sutherland, Seconded by Gay Baribeau.  
Be it resolved that regular minutes for February 6, 2019 be accepted as presented . CARRIED

### 5. Business Arising from the Minutes:

Panic alarm memo and volunteer schedule has been sent out to the volunteers.

### 6. CEO Report:

Type	Amount
DVDs/CD	47
Junior Fiction/YA	2
Adult	25
Periodicals	1
Total Circulation	75

Greetings All.

Our website is updated to present a new look.

The Epson printer has been reinstalled on the JASI system and is working properly.

There was a water leak from the pipes that are located below the previous sink area. The township staff are looking at ways to prevent this from happening again.

My training is focusing on the Annual Survey. Melanie Theil and Peggy Malcolm have been helpful in providing links to resources to find the info required for completion. The survey is due May 31, 2019.

I have completed the Integrated Accessibility Standards Regulation Training provided by Access Forward for Libraries.

**Accessibility Training** – I am attaching a copy of the revised Accessibility Policy sample (in the editor's notes, there is explanation – which summarizes who must be trained (including all new board members) and then tells you where to find the free training at [www.accessforward.ca](http://www.accessforward.ca).

I have received the library credit card.

I participated in a teleconference on Feb 28 hosted by Peggy Malcolm for the librarians in Renfrew County. Topics discussed were Emergency/Fire Plans, Annual Survey additions relating to accessibility, Governance Hub in particular Access Forward Training, Board Orientation, the Board Governance Workshop which is being held on April 30<sup>th</sup> at the Eagle's Nest in Eganville- time 6:30 – 9:30. Registration is done on Learn HQ. March Break activities at libraries were discussed. Some libraries are being approached by scammers demanding money for billing from 2017.

## **6. Report of The Chair:**

The website has been updated but problems with accessing it from home have been noticed and this is being addressed by Marlene.

The Privacy Commission report was due March 1, 2019 for the reporting year of 2018. This has been completed with no violations.

The "Cut to the Chase" document will be used as a reference tool to educate new board members and the CEO to board responsibilities and functions.

The Bowtie Classic event was held on March 2. This proved to be a banner year setting attendance records. The final tally is being done, however at this point a profit of approximately \$1350.00 is showing. The Library board will pay the Head Clara & Maria Recreation committee for the bread loaves used.

## **7. Financial Reports:**

- **Accounts Payable Cheque Register Report:**  
Not available.
- **Revenue and Expense Report:** Not available.

## **8. Correspondence:** None

## **9. Policies:** Deferred till next meeting.

## **10. New Business:** A Library workshop is being held on April 30, 2019 at the Eagle's Nest in Eganville from 6:30 to 9:30 in the evening. This open to board members and CEO's. Registration

can be done through the LEARN HQ website. Marlene has offered to provide the drive for the event

**11. Reports of Projects:** None

**12. Questions and Answers:** None

**13. Action Items:** Provide accessibility training link in the minutes.

**15. Adjournment:**

**Resolution #3:** Moved by Betty Condie, Seconded by Gay Baribeau.

Be it resolved that this meeting adjourn at 11:15 p.m. to meet again on Wed., April 3, 2019 at 10:00 a.m. at the library. CARRIED

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Chair – Marlene Gibson

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CEO – Judy Zilney