

Carlow/Mayo Public Library – Minutes

Meeting held at 10:30 p.m. @ Carlow/Mayo Township Office on Wednesday April 3, 2013

Present: Laura Loney, Cathy Trimble, Terry Spence and Eldon Stewart

Regrets: Megan Trolley

Staff: Laurie Cannon C.E.O./Librarian

1. Approval of Agenda

Resolution # 13-10

Moved by: Terry Spence

Seconded by: Eldon Stewart

That the Agenda be accepted as presented.

2. Approval of the Minutes

Resolution # 13-11

Moved by: Eldon Stewart

Seconded by: Cathy Trimble

That the minutes of the March 6, 2013 meeting be accepted as presented.

3. Business Arising From Minutes

- First Aid Course – The following Library Board Members and Staff have been trained and certified under the Red Cross First Aid Program – Laura Loney, Eldon Stewart, Cathy Trimble and Laurie Cannon
- Other Libraries in Schools – An email was received from Peggy Malcolm of Southern Ontario Library Services with a list of Libraries located in school. It may be worthwhile if the situation continues to contact them and see how they handle similar situations.

4. Financial Report

- The Friends of the Carlow/Mayo Public Library account has a total balance of \$672.02
- The Carlow/Mayo Public Library General Account has a total of \$ 18,299.96 as of March 31, 2013.
- C.E.O. Purchasing: In March, seven cheques were issued. Cheque # 1311 in the amount of \$56.44 was issued to Scholastic Canada Ltd. For materials, Cheque # 1313 was issued to Brodart Co in the amount of \$43.89. Cheque # 1314 to Bell Canada in the amount of \$80.76; Cheque # 1315 in the amount of \$110.18 to Dave Gaebel for computer work; Cheque # 1316 to the Receiver General for wage remittance in the amount of \$79.61. Two cheques were issued for wages cheque # 1312 to Robin Miller and cheque # 1317 to Laurie Cannon for wages and reimbursement of \$40.16. There was also an automatic withdrawal of \$128.78 to Xplornet for our internet. The total expenses paid for March 2013 was \$1,151.56.

Meeting held at 10:30 p.m. @ Carlow/Mayo Township Office on Wednesday April 3, 2013

Resolution # 13-12

Moved by: Terry Spence

Seconded by: Cathy Trimble

That the financial report be accepted as presented.

5. C.E.O. Report

- Circulation Report – In the month of March, we had 582 pieces in our collection signed out. There were 31 seniors that visited 67 adults, 60 students and 3 children. We had 80 patrons use our computers and 50 patrons bring in their own wireless devices.
- Literacy Through Lego – Our grant has been approved but it won't be announced until April 8, 2013. I will be meeting with Kim McMunn from Hastings Highlands and Vanessa Holms from Bancroft Public Library on April 10 2013 to go over the details.

6. Correspondence

- Trustee Meeting- Laura was going to check into attending the April 2013 meeting.

7. New Business

- A.E.D. Training – The Hermon Public School at this time does not have a defibrillator.
- Accommodation Review Committee (A.R.C.) – There is talk of an upcoming A.R.C. for Hermon Public School. Lucille Kyle, our Trustee will be contacted and asked about whether this is true or not. If it proves true a letter will be sent inviting her to our Board meeting.

The meeting was adjourned at 11:20 a.m. by: Terry Spence

Next meeting date: Wednesday May 8, 2013 at 10:30 p.m. @ Carlow/Mayo Township Office.