

Carlow Mayo Public Library Meeting

held at Carlow Mayo Municipal office on Monday, December 2, 2013

Members present: Terry Spence, Cathy Trimble, Pat Smith-Strom, Laura Loney, Eldon Stewart

Employees present: Kim McMunn & Brenda Gabourie

- ❖ CEO, Kim McMunn welcomed everyone and established quorum

Approval of Minutes

- Resolution #
- Amendment of October 30, 2013 minutes: Board by-laws OP15, OP17 & HR08 to be reviewed in 2014 not 2018.
- Terry Spence passed a motion to accept changes and adopt minutes of October 30, 2013 meeting

Seconded by Eldon Stewart

Business arising from minutes

- The website has been updated with Christmas hours.
- The website will post board meeting minutes and policies
- Terry motioned to accept

Patricia Smith-Strom seconded

CEO/Librarian Report

- Brenda Gabourie, librarian, informed board of the 'Reader's Review' to be posted on Carlow/Mayo Library Facebook page
 - Cathy Trimble will create a link from the library website
- Circulation stats for November were announced: Patrons visiting 128; Computer usage 93
- Door entrance requires a mat to prevent slipping hazard
- LegoMania will occur on December 27 and January 3 at the Carlow Mayo Public Library from 10:30 to 12:00

Treasurer's Report

- Brenda Gabourie presented the Treasurer's Report for November of 2013
- Kim McMunn brought forth some issues regarding the balancing of the 2013 budget with the possibility of having to approach council for an increase in allocation of funds; Terry Spence will approach council at next meeting to inform them of our concerns.
- Terry passed motion to pass the treasurer's report;
Seconded by Patricia Smith-Strom

Correspondence

- Lisa McKenna-Sutherland has inquired whether the Carlow Mayo Public Library would like to split costs on a new sign with the Hermon Public School. Board acknowledged the need for a new sign pending cost
- Invite Ms McKenna-Sutherland to a board meeting to discuss the sign as well as the server issues.

New business

- Shared Services contract has been revised
 - Motioned by Terry Spence; seconded by Cathy Trimble to accept new revised contract
All in favour; carried
- Board By-Laws
 - **GOV-01:** Governance
Purpose of Board
Approved December 2013
Reviewed December 2014
 - **GOV-02:** Governance
Board Orientation
Approved December 2013
Reviewed December 2014
 - **GOV-03:** Governance

Duties & Responsibilities of Individual Board Members

Approved December 2013

Reviewed December 2014

▪ **GOV-04:**

Governance

Committees of the Board

Approved December 2013

Reviewed December 2014

- Motioned by Patricia Smith-Strom;

Seconded by Terry Spence that these by-laws be adopted;

All in favour; carried

Adjournment motioned by Terry Spence;

Seconded by Cathy Trimble

Next meeting to be held on Monday, January 13, 2014 at Carlow/Mayo municipal office.