

Carlow/Mayo Public Library – Minutes

Meeting held at 10:30 a.m. @ Carlow/Mayo Township Office on Wednesday January 9, 2013

Present: Laura Loney, Cathy Trimble, and Terry Spence

Regrets: Megan Trolley, Eldon Stewart

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

**1. Approval of Agenda**

Resolution # 13-01

Moved by: Terry Spence

Seconded by: Cathy Trimble

That the Agenda be accepted as presented.

**2. Approval of the Minutes**

Resolution # 13-02

Moved by: Cathy Trimble

Seconded by: Terry Spence

That the minutes of the December 5, 2012 meeting be accepted as presented.

**3. Business Arising From Minutes**

- On-line Banking/Signing Authority – Cathy, Laura and I went into the T.D. Canada Trust and set up the General Account so that I now have deposit only and view only for on-line.
- Website – Cathy has been working hard with Kathy Houlding to revamp our Library website and it should be up and ready for a February 5<sup>th</sup> launch from 7p.m. – 8 p.m.

**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 \$17,726.75.
- C.E.O. Purchasing: In December, six cheques were issued. Cheque # 1294 in the amount of \$787.05 was issued to David Gaebel for a new CPU for the computer work station. Cheque # 1295 was issued to Bell Canada in the amount of \$78.07. Cheque # 1296 to Carr McLean in the amount of \$170.43 ; Cheque # 1297 in the amount of \$593.25 to Southern Ontario Library Services for our Overdrive Renewal; Cheque # 1298 to Laurie Cannon for wages and a \$133.84 reimbursement; and Cheque # 1299 to the Receiver General for payroll remittance. We also had an automatic withdrawal of \$73.44 to Xplornet for our internet. The total expenses paid for December 2012 was \$2,365.41

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Resolution # 13-03

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 December, we had 479 pieces in our collection signed out. There were 28 seniors that visited 79 adults, 54 students and 9 children. We had 69 patrons use our computers and 30 patrons bring in their own wireless devices.
- Programming For December – From 11 a.m. – 12 p.m. on Saturdays in December, children were invited to make Christmas Ornaments and crafts. We had 6 children participate.

6. Correspondence

7. New Business

- File Cabinet – The two drawer black file cabinet beside my desk doesn't lock and Shawn doesn't know where the keys are or who it belongs to. Now that we have an ipad and three e-readers, we need a safe place to store them. Presently I am taking them home and then back to the library when it is open.

The meeting was adjourned at 10:50 a.m. by Terry Spence

The next meeting is scheduled for Wednesday February 6<sup>th</sup> 2013 at 10:30 a.m. @ Carlow/Mayo Township Office.