

Carlow/Mayo Public Library – Minutes

Meeting held at 1:00 p.m. @ Carlow/Mayo Township Office on Wednesday March 6, 2013

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

Regrets: Megan Trolley

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

1. Approval of Agenda

Resolution # 13-07

Moved by: Terry Spence

Seconded by: Cathy Trimble

That the Agenda be accepted as presented.

2. Approval of the Minutes

Resolution # 13-08

Moved by: Cathy Trimble

Seconded by: Terry Spence

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

3. Business Arising From Minutes

- First Aid Course – Reminder March 7 & 8 @ 9:00.a.m. at Mayo Community with Jane Underwood.
- Domain Name – The domain name www.carlowmayopubliclibrary.ca has been cancelled.

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 \$19,311.49 as of February 28, 2013.
- C.E.O. Purchasing: In February, six cheques were issued. Cheque # 1305 in the amount of \$183.63 was issued to UpNorth Webs for the library website, Cheque # 1306 was issued to Scholastic Canada in the amount of \$46.44. Cheque # 1307 to Bell Canada in the amount of \$76.88; Cheque # 1308 in the amount of \$70.20 to Ministry of Finance for Employee Health Tax; Cheque # 1309 to Laurie Cannon for wages and reimbursement of \$162.11; Cheque # 1310 to the Receiver General for wage remittance of \$57.30. There was also an automatic withdrawal of \$73.44 to Xplornet for our internet. The total expenses paid for February 2013 was 1,241.60.

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Resolution # 13-09

Moved by: Eldon Stewart

Seconded by: Terry Spence

That the financial report be accepted as presented.

5. C.E.O. Report

- Circulation Report – In the month of February, we had 554 pieces in our collection signed out. There were 42 seniors that visited 67 adults, 78 students and 9 children. We had 69 patrons use our computers and 69 patrons bring in their own wireless devices.

6. Correspondence

- Carlow/Mayo Wildlife Dinner – Annette Dillabough called and asked for another donation this year for the dinner. I had a coffee table book donated a little while ago that was too big for the shelf but was in excellent condition. It is called Georgian Bay by: Mike Grandmaison. It is a \$45.00 value.

7. New Business

- Holidays – Laurie was unsure about the definition of two weeks of holidays. Was it 14 days or because she would only be open 6 days in two weeks was it the six days? It was verified to be the six days.
- Other Libraries in Schools – It was suggested that Laurie find out from Southern Ontario Library Services what other public libraries are located in schools as well and if they are experiencing some of the issues we are and how they are dealing with them. We could then set up a time and meet with them to discuss some of these issues.

Resolution # 12-52

Moved by: Terry Spence

Seconded by: Eldon Stewart

That the Library covers the cost of mileage and lunch for the trip.

The meeting was adjourned at 1:50 p.m. by: Eldon Stewart

Next meeting date: Wednesday April 3, 2013 at 10:30 p.m. @ Carlow/Mayo Township Office.