

Carlow Mayo Public Library Meeting

Held at Carlow Mayo Municipal office on Wednesday, October 30, 2013

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

Employees present: Kimberly McMunn, Brenda Gabourie

Approval of Agenda

Resolution#

Moved by Terry Spence

Seconded by Cathy Trimble

- Agenda be accepted as presented

Approval of Minutes

September 3, 2013 & September 30, 2013

Resolution#

Moved by Terry Spence

Seconded by Cathy Trimble

- Minutes by accepted as presented

Business arising from minutes

- Drop Box – arrangements have been made to utilize Cunningham's General Store
Signs to be posted at library and township office
- Halloween – activities planned October 26 with Shelley Douglas from McPherson Farms
Post pictures on Friends of Carlow/Mayo Facebook page

CEO/Librarian Report

- Ontario Trillium Foundation celebration photos were presented by Kim McMunn; both Bancroft Times and Bancroft This Week covered event
- Ontario Public Library Week coincided with this event including visit from Jim Roulston, Trillium rep and Todd Smith, MPP

Treasurer's Report

- Brenda Gabourie, librarian presented financial report for October 2013
Moved by Terry Spence
Seconded by Eldon Stewart
- Treasurer's report be accepted as presented

Correspondence

- Public Library Operating Grant (PLOG) authorizations have been put in place with Kim McMunn as CEO
- Typical Week Survey to be completed in November to receive provincial grant
- Overdrive renewal for 2014
Terry Spence motion to renew
Eldon Stewart seconded

New Business

- Board By-Laws
 - **HR-08:** Human Resources
Prevention of Workplace Violence
Approved October 30, 2013
Reviewed October 2015
 - **OP-15:** Operational
Meeting the Requirements of AODA Regulations
Approved October 30, 2013
Reviewed October 2018
 - **OP-17:** Operational
Purchasing/Procurement
Approved October 30, 2013
Reviewed October 2018

Motioned by Terry Spence; seconded by Patricia Smith-Strom that these bylaws be adopted;

All in favour; carried

- Kim, CEO, asked if there was adequate space online available for minutes, policies, annual reports, etc. ; Cathy Trimble acknowledged that there is adequate space available

Other Business

Annual Report

- Board reviewed multiple copies of reports created by Kim in the past reflecting that it would be convenient and effective to create such a document for our library for the 2014 year.

Budget

- Budget for 2013 has some discrepancies and needs further investigation before final analysis can be completed
- Kim and Brenda will look at payables thus far for 2013 to see if a shortfall exists.

Christmas Holidays

- December 24 & December 31 library will be closed

Shared Services Contract

- Cathy Trimble will complete revisions and present to all parties for approval

Adjournment

- Moved by Terry Spence to adjourn meeting

Next meeting to be held on Monday, December 2, 2013 @ 10:30 at Carlow/Mayo Municipal office.