

Argyle Community Library Board Meeting Minutes March 2, 2015

Present: Kim Summers, Patti O'Handley, Burgi Zacherl, Marva Jackson, Jennifer Fry, Dan Feasby, Luke Legault

Absent: Sandi Johnson, Tim Gerhke, Erin Lambert

Volunteers: Dianne Feasby and Elaine Dare

Welcome: to the Board Members from Kim Summers at 9:10 a.m.

Minutes from January's Meeting: Motion to accept January's minutes by Kim Summers and seconded by Dan Feasby. Carried.

Treasurer's Report/Petty Cash: See Treasurer's report. Balance of \$5926.67. Petty cash of a balance \$290.97 Moved by Dan Feasby and seconded by Burgi Zacherl for the Treasurer's Report to be accepted as presented. Carried.

Report to the CEO: Jennifer updated members by email.

Old Business from Minutes:

A. Volunteer schedule: March dates to be scheduled in for are: 5,12,30.

B. Wish List: Deferred

C. Update to LSB: no updates.

D. Orders for Approval for payment: Indigo book order \$236.13, and supplies cost of \$289.01 to Carr McLean. Evergreen Adult set of ten books approximately \$200.00 to be ordered and paid. Motion to approve payments by Kim Summers and seconded by Dan Feasby.

F. Recycling of Batteries: This company offers "Free" Battery Recycling Programs within Ontario. Jennifer will send the waste collection agreement to Sandi Johnson to approve and sign. Lisa Way is also setting up the battery disposal at both landfill sites. Posters to display in community.

H. Handicap Entrance: looking into solutions for handicap parking.

I. Over-due material: Dianne Feasby presented an update with the overdues. A few pending materials to be returned.

J. TD SUMMER READING: decision on days and length of program, student volunteers for community hours. Provide details at next meeting.

K. Grant Capacity Fund: all expenditures must be made by September 30, 2015. The Final Report is due no later than October 30, 2015. All receipts are to be attached.

M. Any other old business: none

New Business:

A. Expense Reports: a form to be completed by member or volunteer that has made a purchase on behalf of community library. For reimbursement, member or volunteer will fill out the expense report to be approved by board members. If a purchase or payment has been pre-approved, copy in the details of the date of the minutes for approval.

B. Grant Capacity Fund Wish List: if members could prepare a wish list with items and prices for next meeting.

C. Wireless Printer: this option is only available during library hours for the patrons visiting the library.

D. Evergreen Adult Book Club: this includes a set of 10 new books written by Canadian Authors for adults to read 5 and then vote for their favorite book in September. Update at next meeting to running the program in library.

E. Equipment: laptop be provided to Argyle Community Library Board chair-person and near north district school librarian for the duration of the school year. Return for the summer months. Motion to approve by Dan Feasby and seconded by Burgi Zacherl. All in favor.

F. Updated Library System: NNDSB is updating the library system. Jennifer will provide details as to the date of the new system, so she can teach the volunteers on using the updated version.

H. Seniors Grant: a community grant available for our community library. Patti is investigating the process.

I. Equipment Form: a new procedure for the check out of the projector and screen. Volunteers will have the patron fill out the form upon returning the equipment to ensure that all pieces are in the case, and to check the screen for cleanliness.

J. CPR DVD/Material: Community Paramedic's Team has donated two sets that include a DVD with inflatable device to train for CPR. Heart and stroke material has been provided as well. Jennifer will catalogue these items for patrons to sign out. **K. DVD Selection:** Kim Summers will weed out the Dvd selection. Will be able to sell the Dvd's during the summer hours at library.

NEXT MEETING will be scheduled on: Thursday, April 9th at 9:00am

Please keep in mind that we need 5 members for an official meeting.

ADJOURNMENT: Motion to adjourn meeting. Moved by Dan Feasby and seconded by Jennifer Fry @10:33 a.m. Carried

