

# **Central Manitoulin Public Libraries**

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**Thursday, June 9<sup>th</sup>, 2016 5pm**

5pm Meeting called to order by chair.

Present: Chair Penny George, Alex Baran, Derek Stephens, Jean McLennan, Marcy Ransom, Bruce Wiggins, Sandra Strong, Fern Patterson, Maria Diebolt, Claire Cline  
Absent: Kim Moulton

#17-16 Motion: Bruce Wiggins & Jean McLennan

That the minutes of May 2016 be approved as distributed.....cd

Cheque register, bank statement and the financial statement was distributed. It was noted that line items have now been updated on the financial statement which makes the statement must easier to understand. Thanks to the municipality staff for doing this.

Hours are being kept electronically for Assistant Librarians for each pay period as well as a chart for holiday and sick days for Chief Librarian. By having these charts and up to date line items when the budget has to be done we will have up to date statements so we will know whether we are over or under budget.

#18-16 Motion: Derek Stephens & Marcy Ransom

That the Bank Statement, Cheque Register and Financial Statement and other reports be approved as distributed.....cd

Chairpersons Comments for June 2016

Claire Cline has been a long time valued employee of Central Manitoulin Library and has performed her duties faithfully. One is not aware of the complexities of the position until you are in a position such as I have held for the past 2 years. The position of Librarian is constantly changing in its expectations from the public, the board, council, the ministry and staff. When one feels you are under extreme scrutiny all the time it is difficult to focus on the task at hand and soldier on.. Claire, in my tenure as board chair, has been very co-operative in making changes which would benefit the operations of the library.

#19-16 Motion: Penny George & Sandra Strong

- (1) Working hours: The librarian shall be attending to library duties 24 hours per week either on location or away.
- (2) Attendance record keeping: The librarian shall prepare an electronic record of attendance with notation of sick days and vacation days to be presented to the board chair monthly, just prior to board meeting.
- (3) Invoicing to the Municipality: The cover sheet with the line items names or recipients, and amounts be prepared electronically on a monthly basis. These files will be stored in such a manner that a total tally at year end will be readily available. Payroll will be a separate category in this same file. This cover sheet should also show cheques deposited to the general ledger of the municipality and line item where deposited.

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Evaluations for Assistant Librarians were conducted by Chair Penny George and the Chief Librarian and were put in their files. Both assistants enjoy and show enthusiasm for their jobs.

Claire's Updates: The library was fortunate to be approved for employing a summer student for 10 weeks this year. Our summer hours will start Thursday, June 23<sup>rd</sup>. Mindemoya library will be having a Children's Fun Time Tuesday mornings at 11am, July and August. The Providence Bay library will be having a Children's Story Time every Friday afternoon at 2pm July & August.

A discussion was held concerning changing the time of the board meetings. It was decided that the board meetings would continue to be held at 5pm (as per motion #05-16 Feb)( 6yays 3nays)

The board accepts with regret the resignation of board member Fern Patterson. Fern became a board member April 2002. Her compassion for books and willingness to help people made her a truly remarkable asset to not only the library board but to staff and patrons alike.

Motion to adjourn by Chairperson 5:35pm