



# FRIENDS OF CALEDON PUBLIC LIBRARY

## MONTHLY MEETING

Tuesday, June 20, 2017 – Albion-Bolton Branch

PRESENT:	Marty Harrison Hugh Marchand Helen Young Carol Martin	Wayne Martin	<u>CPL Communications and Community Development:</u> Mary Maw Patricia Duffy
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1. **Welcome** – Marty opened the meeting at 6:30 and welcomed all, acknowledging the new 2017/2018 Executive Committee.
2. **Approval of Agenda**
  - The Agenda was reviewed and, after adjusting the sequence of items, was *approved by Marty; seconded by Helen; carried.*
3. **Approval of Minutes of Previous Meeting**
  - The Minutes of the Meeting of April 18, 2017 were reviewed.
  - Corrections/additions – None
  - Business arising – None
  - *Approval Moved by Marty; seconded by Hugh; carried.*
4. **Treasurer’s Report**
  - Marty welcomed Hugh as the new Treasurer, and we reviewed the re-designed Financial Report as at June 1, 2017 and as compared to the same period prior year-to-date.
  - Future reports will include the date of the closing balance.
  - *Approval Moved by Hugh; seconded by Carol; carried.*
5. **November Book Sale**
  - The pros and cons of holding a November book sale were discussed, comparing the costs (manpower and expenses) and the expected advantages, (membership renewals and image in the community).
  - Room C has been reserved for our use.
  - The rental fee of the room is \$698.91, as advised by Madison Bonnevie, Customer Service Administrator, Community Services Department, Town of Caledon.
  - At this time we are committed to Click.Create.Celebrate for \$2,025.
  - It was suggested that we contact other sources to support the book sale, e.g., the monthly Toonie Sale held by the Bolton Kinsmen.

- ***Motion: that the Fall Book Sale will not take place unless we find a source by July 27, 2017 to support our costs. Moved by Marty; seconded by Hugh; carried.***
- It is agreed that Wayne will make the initial contact with the Bolton Kinsmen.
- If we are successful, Marty will contact all members by email to solicit their approval in order to finalize the date.
- Completion of the rental agreement for Room C is on hold until a decision is made.
- Marty will respond to the Sea Cadets that we are planning a book sale in the fall, date to be determined, and there will be a book sale in April, 2018.
- Marty will draft a letter to the Chamber of Commerce thanking them for their support of our April 2017 book sale.

#### 6. **Strategic Planning**

- Marty thanked Hugh for drafting the policy statements that we can put in place for the future, and that have been shared by email with the new Executive Committee.
- Policy 012-200, CONDUCT OF MEETINGS OF THE EXECUTIVE COMMITTEE, was reviewed, and all agreed that it is important to ensure meetings are more efficient. Some form of formal approach as to how suggestions are brought to the Executive is needed.
- ***Motion: to approve Policy 012-200, CONDUCT OF MEETINGS OF THE EXECUTIVE COMMITTEE. Moved by Marty; seconded by Wayne; carried.***
- Policy 012-100, GOVERNANCE OF THE ORGANIZATION, was discussed at length and deemed appropriate as a starting point for our Strategic Planning.
- ***Motion: that we approve Policy 012-100, GOVERNANCE OF THE ORGANIZATION. Moved by Marty; seconded by Hugh; carried.***

#### 7. **New Business**

- Marty thanked Helen for the new Executive Committee list, which will be emailed to the members of the Committee. CPL will update the information in the Newsletter, and will provide a revised FOCPL logo.
- ***Motion: that we will support Click.Create.Celebrate with \$2,025, to be paid on or before September 30, 2017. Moved by Marty; seconded by Helen; carried.***

8. **Next Monthly Meeting:** Tuesday, September 19, 2017 at 6:30 pm at the Albion-Bolton Branch.

9. The meeting adjourned at 8:40 pm.