



FRIENDS OF CALEDON PUBLIC LIBRARY

MONTHLY MEETING

Tuesday, March 20, 2018 – Albion-Bolton Branch

PRESENT:	Marty Harrison Jacky Bennett Helen Young Hugh Marchand	Darcie McKelvey	<u>CPL Communications and Community Development:</u> Mary Maw
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1. **Welcome** – Marty opened the meeting at 6:30 pm.
2. **Approval of Agenda**
 - The Agenda was reviewed and *approved by Marty; seconded by Jacky; carried.*
3. **Approval of Minutes of Previous Meeting**
 - The Minutes of the Meeting of February 20, 2018 were reviewed.
 - Corrections/additions – None
 - Business arising – None
 - *Approval Moved by Mary; seconded by Marty; carried.*
4. **Treasurer’s Report**
 - The Financial Report as at February 28, 2018 was reviewed.
 - There have been no transactions since the end of February.
 - CPL will invoice us for the \$1000 committed to Young Reels. The event is scheduled for April 10th.
 - We have received a donation of \$240 from *Canada Helps*.
 - Hugh has received the year-end documents from CRA to be completed and submitted before the end of September.
 - *Approval Moved by Hugh; seconded by Helen; carried.*
5. **April Caledon Spring Home Show**
 - Peter Whitaker has taken charge of the Caledon Spring Home Show for the Caledon Chamber of Commerce. He was unaware that the Friends had been promised any space at the show, but Marty and Mary updated him. He will honor that commitment, but with some conditions, to be worked out. He is offering a double booth – 10’x12’ –which we consider insufficient space. All advertising will be prepared by CPL, acknowledging CSHS, and copied to him. Viewing the current Vendor’s Permit for the CSHS it was noted that proof of \$2M insurance may be required. If we have to pay for insurance, this event is in question. Marty will reply to Mr. Whitaker.

- Wayne is working on obtaining tables.
- We have not yet confirmed student helpers from King's College.
- Marty has prepared an email to go out to all Friends on April 1st regarding the Book Sale and asking for volunteers.
- Set up will commence Friday, April 20th at 9:00am.

6. **Strategic Planning and Volunteerism**

- Marty and Hugh will meet with Kelly Towsley, specialist, Volunteer Resources, Caledon Community Resources and The Exchange.

7. **Policy Manual Update.**

- Destruction of lapsed source documents:
- ***MOTION: The following documents, having passed their authorized retention period after February 28, 2018, be securely destroyed by the Treasurer on or after March 1, 2018:***
 - ***Financial records for the year ended February 28, 2012, except for those required to be retained permanently. Moved by Marty; seconded by Darcie; carried.***

8. **New Business**

- Colleen Lipp has agreed to be our speaker at the AGM
- We need a nominating committee of three persons before the AGM. Marty and Hugh have volunteered.
- Diane Sawyer has submitted a letter of resignation as the Bolton Branch Representative, but will continue to support the Friends in our fundraising events.
- A second letter will be sent to the Friends before the Book Sale regarding any response to the first letter.
- Following the Book Sale, we will send a letter to the Editor of the local newspapers.
- CPL upcoming events include a photography contest (replacing C.C.C.) and the *Amazing Race*. This event will take place on September 29 at 10:00am in Caledon East, and support from the Friends is requested – to be discussed after the AGM.

9. **Next Monthly Meetings: Thursday, April 19th at 5:30 pm** and May 15th, following the AGM, at the Albion-Bolton Branch.

10. The meeting adjourned at 8:10pm.