



FRIENDS OF CALEDON PUBLIC LIBRARY

MONTHLY MEETING

Tuesday, November 21, 2017 – Albion-Bolton Branch

PRESENT:	Marty Harrison Helen Young Hugh Marchand	Carol Martin Darcie McKelvey	<u>CPL Communications and Community Development:</u> Laurie Groe
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1. **Welcome** – Marty opened the meeting at 6:30 pm, welcoming all and introducing our guest speaker, Laurie Groe, CPL Youth Services.
2. **Approval of Agenda**
 - The Agenda was reviewed and *approved by Marty; seconded by Carol; carried.*
3. **Approval of Minutes of Previous Meeting**
 - The Minutes of the Meeting of October 17, 2017 were reviewed.
 - Corrections/additions – We did not apply to the Town for a grant due to insufficient preparation time.
 - Business arising – None
 - *Approval Moved by Marty; seconded by Helen; carried.*
4. **Treasurer’s Report**
 - Hugh reviewed the Financial Report as at November 21, 2017, noting the income from the Book Sale and donations from private sources and the United Way. Hugh will supply a list of donors upon request.
 - *Approval Moved by Hugh; seconded by Darcie; carried.*
5. **Guest Speaker**
 - Laurie Groe announced that the 10th anniversary of Young Reels will be celebrated in April, 2018. The venue is to be determined, as Landmark Theatre will be undergoing renovations.
 - ***Motion: that the Friends of Caledon Public Library will continue to support the Young Reels initiative in the amount of \$1,000 for 2018. Moved by Marty; seconded by Carol; carried.***
6. **November 2017 Used Book Sale**
 - Everyone agreed this first joint sale with the Bolton Kinsmen was a success for both parties, although there are still some wrinkles to be sorted out if we decide to continue the arrangement.

- The next sale is scheduled for February; 2018; the Kinsmen representative will advise the details.
- Marty made a presentation outlining some recommendations which can be further discussed at the January, 2018 meeting. The points raised will form the basis for procedures to be followed in future book sales.
- **Motion: that we provide an Honorarium to the Sea Cadets in the amount of \$100, made payable as directed by Mary May. Moved by Marty; seconded by Darcie; carried.**

7. **Strategic Planning**

- Hugh reviewed Policy 205-100, guidelines on how to handle cash sale donations. **Motion: to accept Policy 205-100 and its associated documents. Moved by Hugh; seconded by Carol; carried.**
- Destruction of lapsed source documents. ***Motion: The following documents having all passed their approved retention period, be securely destroyed by the Treasurer. Moved by Hugh; seconded by Helen; carried.***
 - ***Finance: Source documents, for the years 2006 to 2011 inclusive.***
 - ***Finance: Donation receipt copies, for the years 2006 to 2015 inclusive.***
 - ***Finance: CRA Registered Charity Information Reports, for the years 2006 to 2011 inclusive.***
 - ***Membership: Completed Membership Application Forms for the year 2014.***
 - Marty will distribute a draft January Newsletter by email after the new year for review.

8. **New Business**

- It was determined that if we continue to hold book sales every two months with the Kinsmen, sorting, culling, and organizing will have to be done more often. The first two sessions will be on Tuesday, November 28th and Tuesday, December 5th from 10:00 am.
- Marty was approached by a representative to determine our interest in a possible fundraising effort. We agreed to hear their presentation.

9. **Next Monthly Meeting:** Tuesday, at January 16, 2018, at 6:30 pm at the Albion-Bolton Branch.

10. The meeting adjourned at 8:20 pm.