



FRIENDS OF CALEDON PUBLIC LIBRARY

MONTHLY MEETING

Tuesday, September 19, 2017 – Albion-Bolton Branch

PRESENT:	Marty Harrison Helen Young Hugh Marchand	Wayne Martin 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 and welcomed all back from the summer recess. She then expressed condolences on the death of Jacky’s father, and all signed a card to be sent to her.
2. **Approval of Agenda**
 - The Agenda was reviewed and *approved by Marty; seconded by Darcie; carried.*
3. **Approval of Minutes of Previous Meeting – June 20, 2017**
 - The Minutes of the Meeting of were reviewed.
 - Corrections/additions – None
 - Business arising – None
 - *Approval Moved by Marty; seconded by Darcie; carried.*
4. **Treasurer’s Report**
 - The Financial Report as at September 19, 2017 was reviewed and compared to the same time last year.
 - There have been no transactions since the previous report of June, 2017.
 - Hugh and Helen will arrange to co-sign the 26 cheques for the Click*Create*Celebrate winners. They will be presented at the Love Your Library Celebration on September 30, 2017 at Alton Public School.
 - *Approval Moved by Hugh; seconded by Helen*
5. **Strategic Planning – Policy Statements – Document Retention**
 - a. Hugh gave an overview of the three draft policies he has prepared and the reasoning behind their requirement, especially by Canada Revenue Agency.
 - b. There was much discussion regarding the content, responsibilities, and maintenance of the policies.
 - c. It was agreed that the final version of the documents will be held by the Treasurer.
 - d. ***Motion: to approve Policy 109-200 – Document Retention – and the underlying procedures. Moved by Hugh; seconded by Marty; carried.***

6. **November 2017 Book Sale**

- a) We currently have a reservation with the Town of Caledon to rent a room for the book sale, but the decision to accept the contract is still pending upon confirmation of the proposed arrangement with the Bolton Kinsmen. We will notify the Town of Caledon as soon as possible.
- b) Both Marty and Wayne attended a meeting of the Kinsmen in August to make our presentation. It was favorably received, but a firm commitment has not yet been reached.
- c) Wayne will continue as our representative with the Kinsmen, and will set up another meeting to discuss the details. Marty will prepare an email advising them of the issues to be confirmed
- d) Further details (date, set-up, sorting, pricing, and scheduling) to be reviewed.

7. **Love Your Library Celebration**

- a) The C*C*C awards presentation will be part of this all-day event on September 30, 2017, at the Alton Public School. Darcie, Wayne, and Hugh have volunteered to represent the Friends.

8. **New Business**

- a. Mary announced the CPL will open a new branch at the new Southfields Community Centre at Kennedy & Mayfield Roads. The proposed opening is late 2019.

9. **Next Monthly Meeting**: Tuesday, October 17, 2017 at 6:30 pm at the Albion-Bolton Branch.

10. The meeting adjourned at 8:10 pm.