

Head, Clara and Maria Public Library
Board Meeting - Minutes
2017 October 4 at 10:30 a.m.

1. Roll Call:

Chair:	Marlene Gibson	Member:	Betty Condie
Member:	Dave Foote	Member:	Fran Kelly-Chamberlain (Regrets)
Member:	Cathy Sutherland	CEO:	Melanie Theil

2. Pecuniary Interest: None

3. Approval of Agenda: **Resolution #1:** Moved by Dave Foote, Seconded by Betty Condie. BE IT RESOLVED that Agenda for 2017 October 4, be accepted as presented. CARRIED

4. Approval of Minutes of Previous Meeting: **Resolution #2:** Moved by Betty Condie, Seconded by Cathy Sutherland. BE IT RESOLVED that regular minutes for 2017 September 6, be accepted as presented. CARRIED

5. Business Arising from the Minutes: Mel to change Public Library Week to begin after her return from holidays (2017 Oct 29 – Nov 4).

6. Report of the CEO: Attached.

7. Report of The Chair: Marlene gave detailed reports on: Spring Card Party, June Jazaar, and Fall Card Party. As a result of Marlene's report, the following actions were put forward: Mel to sort out issue with contact number info, re: alarm. Mel to prepare instructions for replacing toner on printer; volunteers can all be shown this when we have a 'library volunteer info night'. Mel to send email to all volunteers asking when they will be away during the winter months. Mel to find out when the office is closed and discuss when library will be closed.

8. Financial Reports:

Accounts Payable Cheque Register Report:

Resolution #3: Moved by Betty Condie, Seconded by Dave Foote.

Be it resolved that the Accounts Payable Cheque Register Report covering the period of 2017 January 1 to October 3 be accepted as presented. CARRIED.

Revenue and Expense Report:

Resolution #4: Moved by Cathy Sutherland, Seconded by Betty Condie.

Be it resolved that the Revenue and Expense Reports covering the period of 2017 January 1 to October 3 NOT be accepted as presented. NOT CARRIED.

9. Correspondence: None

10. Policies: None

11. New Business: None

12. Reports of Projects: None

13. Questions and Answers: None

14. Action Items:

- Mel to check with Noella re; Revenues and Expense Report 2017 Jan 1 – Oct 3.
- Mel to sort out issue with contact number info, re: alarm.
- Mel to prepare instructions for replacing toner on printer; volunteers can all be shown this when we have a 'library volunteer info night'.
- Mel to send email to all volunteers asking when they will be away during the winter months.
- Mel to find out when the office is closed and discuss when library will be closed.

15. Adjournment: **Resolution #5:** Moved by Dave Foote, Seconded by Betty Condie. BE IT RESOLVED that this meeting adjourned at 11:30 a.m. to meet again on Wednesday, November 1, 2017 at 10:00 a.m. in the Library.