

**Head, Clara and Maria Public Library  
Board Meeting Minutes**

A Regular Meeting held on 2015 December 1 called to order at 10:00a.m.

**1. Roll Call:**

<b>Chair:</b>	<b>Marlene Gibson</b>	<b>Member:</b>	<b>Betty Condie (10:20)</b>
<b>Member:</b>	<b>Dave Foote (regrets)</b>	<b>Member:</b>	<b>Fran Kelly-Chamberlain</b>
<b>Member:</b>	<b>Cathy Sutherland</b>	<b>CEO:</b>	<b>Melanie Theil</b>

**2. Pecuniary Interest:** - None

**3. Approval of Minutes of Previous Meetings:**

**Resolution #1:** Moved by Fran Kelly-Chamberlain, Seconded by Cathy Sutherland.  
Be it resolved that regular minutes for November 18, 2015 be accepted as amended (correction to Fran's surname and replace "absent" with "regrets"). CARRIED

**4. Business Arising from the Minutes:** None.

**5. Report of the CEO:** - Attached. Mel also preparing notice for Librarian's Christmas Hours.

**6. Report of The Chair:** - Marlene provided report on Fall Card Party with details and breakdown. Marlene also provided more info from recent Trustee Council Meeting.

**7. Financial Reports:**

**Accounts Payable Cheque Register Report:** None

**Revenue and Expense Report:**

**Resolution #3:** Moved by Fran Kelly-Chamberlain, Seconded by Cathy Sutherland.  
Be it resolved that the Revenue and Expense Report covering the period of January 1<sup>st</sup> to November 30, 2015 be accepted as presented. CARRIED.

**8. Correspondence:** - None

**9. Policies:** - None

**10. New Business:** - There were changes made to the budget for which Treasurer provided explanation. **Resolution #2:** Moved by Fran Kelly-Chamberlain, Seconded by Cathy Sutherland. Be it resolved that we amend Resolution #5, November 18, 2015, to read that sufficient funds be transferred from Contingency Fund of Reserves to balance the 2016 Budget. CARRIED.

**11. Reports of Projects:** - None

**12. Questions and Answers:** - None

**13. Action Items:** - None

**14. Adjournment:**

**Resolution #4:** Moved by Cathy Sutherland, Seconded by Fran Kelly-Chamberlin.

Be it resolved that this meeting adjourn at 11:50 a.m. to meet again Wednesday, January 6, 2016 at 10:00a.m. in the Library. CARRIED

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Chair – Marlene Gibson

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Secretary – Melanie Theil