

Head, Clara and Maria Public Library
Board Meeting - Minutes
2017 March 2nd at 10:30 a.m.

1. Roll Call:

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

2. Pecuniary Interest: None

Approval of Agenda: **Resolution #1:** Moved by Fran Kelly-Chamberlain, Seconded by Dave Foote. BE IT RESOLVED that Agenda for 2017 March 2, be accepted as amended. CARRIED

Approval of Minutes of Previous Meeting: **Resolution #2:** Moved by Dave Foote, Seconded by Fran Kelly-Chamberlain. BE IT RESOLVED that regular minutes for 2017 February 8, be accepted as presented. CARRIED

3. Business Arising from the Minutes: It was noted that, like the municipal offices, the library needs fire proof storage for backups and History Project backups. Noted by Mel for future discussion.

4. Report of the CEO: Attached.

5. Report of The Chair: A Thank You Note was sent to Marlene from the Deep River and Area Foodbank. Ontario Recognition Program deadline was January; keep this on the calendar and in mind for next January; ongoing every year; should be an excel spreadsheet on computer – Mel to check.

6. Financial Reports:

Accounts Payable Cheque Register Report: No report available at this time – financial system software issues. Mel reminded Noella about request for Cheque Register for all of 2016.

Revenue and Expense Report: No report available at this time – financial system software issues.

7. Correspondence: Missing Link Snowmobile Club (MLSC) requesting use of the library during their annual Bow Tie Classic fund raiser. All board members are in favour. Marlene noted, on behalf of the MLSC.

8. Policies: None

9. New Business: None

10. Reports of Projects: Mel gave update on Stonecliff Play project – correspondence is continuing with Conrad Boyce. Mel (with Melinda's help) applied to the Seniors Community

Grant Program 2017 for funds to offset the price of admission for the play (hoping to receive \$3,000.00). Cathy – History Project – No report. Marlene discussed training Mel on VITA.

11. Questions and Answers: None

12. Action Items:

- Mel to check with Noella again for Cheque Register for 2016.
- Mel to confirm that requested changes were made to Library's 2017 Budget reflecting that there is no 2017 grant money.
- Mel to confirm with Noella updated amount left on 2016/2017 grant.
- Mel to check for Volunteer Service Spreadsheet

13. Adjournment: **Resolution #3**: Moved by Fran-Kelly Chamberlain, Seconded by Dave Foote. BE IT RESOLVED that this meeting adjourned at 11:05 a.m. to meet again on Wednesday, March 29th, 2017 at 10:00 a.m. in the Library.