

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

2017 September 6 at 10:19 a.m.

1. Roll Call:

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

2. Pecuniary Interest: None

3. Approval of Agenda: **Resolution #1:** Moved by Betty Condie, Seconded by Cathy Sutherland. BE IT RESOLVED that Agenda for 2017 September 6, be accepted as presented. CARRIED

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

5. Business Arising from the Minutes:

- Mel will update electronic copy of each of the six policies reviewed and amended. Ongoing
- Cathy will provide Mel with contact names for WestJet and Via Rail that Heather uses. Ongoing

6. Report of the CEO: Attached.

7. Report of The Chair: No report.

8. Financial Reports:

Accounts Payable Cheque Register Report: 2017 Jan 1 – June 15

Resolution #3: Moved by Cathy Sutherland, Seconded by Fran Kelly-Chamberlain. BE IT RESOLVED that the Accounts Payable Cheque Register Report covering period of Jan. 1 – June 15/17, be accepted as presented. CARRIED

Revenue and Expense Report: 2017 Jan 1 – June 15

Resolution #4: Moved by Fran Kelly-Chamberlain, Seconded by Cathy Sutherland. BE IT RESOLVED that the Revenues & Expense Report covering period of Jan. 1 – June 15/17, be accepted as presented. CARRIED

Budget: None

9. Correspondence: None.

10. Policies: None.

11. New Business: None.

12. Reports of Projects: Fundraiser – Fall Card Party – Discussion on food, tables, games. Next Card Party Planning Meeting is set for Monday, Sept. 11 at 11:00.

13. Questions and Answers: None

14. Action Items:

- Mel will make library info brochure, for campgrounds, and request that campground operators share with their patrons.
- Mel will change Admin passwords on all computers.
- Mel will inquire about Bell Mobility payments being covered under grant.

15. Adjournment:

Resolution #5: Moved by Betty Condie, Seconded by Cathy Sutherland. BE IT RESOLVED that this meeting adjourned at 11:08 a.m. to meet again on Wed., Oct. 4, 2017 at 10:30 a.m. in the Library. CARRIED