

Head, Clara and Maria Public Library
Board Meeting - Minutes
2018 January 11 at 10:00 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

3. Approval of Agenda: **Resolution #1:** Moved by Betty Condie, Seconded by Dave Foote. BE IT RESOLVED that Agenda for 2018 January 11, be accepted as presented. CARRIED

4. Approval of Minutes of Previous Meeting: **Resolution #2:** Moved by Dave Foote, Seconded by Cathy Sutherland. BE IT RESOLVED that regular minutes for 2017 November 29, be accepted as presented. CARRIED

5. Business Arising from the Minutes:

- **Mel** to sign Cathy up for VITA - Ongoing
- **Mel** to follow-up on cost of tablets from Staples - Complete
- **Cathy** to continue research for new large scanner to replace old one - Ongoing
- **Mel** will request up-to-date pertinent financials necessary for budget work, for January meeting – Ongoing.

6. Report of the CEO: Attached.

7. Report of The Chair: Earl's map – Mel to check on. Weeding – Mel and Marlene will begin 2018 Jan 17. Magazines need more promoting – Action on Mel. Book renewal process – advise patrons of this and 'grace period' for returns – Action on Mel. A total of 83 Crime Stoppers calendars were sold (up slightly from last year); library will receive \$415.00 from this effort – Action on Mel to publicize.

8. Financial Reports:

Accounts Payable Cheque Register Report: Accounts Payable Cheque Register January 1 to November 01, 2017.

Resolution #3. Deferred. Ongoing Action on Mel.

Revenue and Expense Report: Revenues and Expense Report January 1 to December 01, 2017.

Resolution #4. Deferred. Ongoing Action on Mel.

9. Correspondence: SOLS invoices for Overdrive and E-Resources.

10. Policies: None.

11. New Business:

- Budget – Deferred.

- Resolution for deferred revenue (special grants) back to Dec 31st. **Resolution #5**. Moved by Cathy Sutherland, Seconded by Dave Foote. BE IT RESOLVED that we transfer \$_____ which is the remainder of the 2017-18 ILDS Grant which is to be used in 2018 budget backdated to December 31, 2017.
- Set 2018 dates for: Spring Card Party, June Jazaar, Fall Card Party.
 - Spring Card Party – 2018 April 19; hall booked for 18th and 19th
 - June Jazaar – 2018 June 2 – hall booked for 1st and 2nd.
 - Fall Card Party – 2018 October 18 – hall booked for 17th and 18th.

12. Reports of Projects: None

13. Questions and Answers: Mel confirmed with board that her regular day of work is Wednesday, with the exception of the 2nd Wednesday of the month; all in agreement.

14. Action Items:

- **Mel** to sign Cathy up for VITA.
- **Cathy** to continue research for new large scanner to replace old one.
- **Mel** to request up-to-date pertinent financials necessary for budget work, for January meeting.
- **Mel** to prepare monthly list of VISA charges for library board meetings.
- **Mel** to check on Earl's map.
- **Mel** to remind patrons of book renewal process, as well as 'grace period' for returns.
- **Mel** to publicize Crime Stoppers calendar sales.
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15. Adjournment: **Resolution #6**: Moved by Fran Kelly-Chamberlain, Seconded by Cathy Sutherland. BE IT RESOLVED that this meeting adjourn at 11:40 to meet again on Thursday, February 8th, 2018 at 10:00 a.m. CARRIED