

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

2018 March 1 at 10:00 a.m.

**1. Roll Call:**

<b>Chair:</b>	<b>Marlene Gibson</b>	<b>Member:</b>	<b>Betty Condie</b>
<b>Member:</b>	<b>Dave Foote</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 Agenda:** **Resolution #1:** Moved by Fran Kelly-Chamberlain, Seconded by Betty Condie. BE IT RESOLVED that Agenda for 2018 March 1, 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 2018 February 8, be accepted as presented. CARRIED

**5. Business Arising from the Minutes:**

- **Mel** to sign Cathy up for VITA. **Ongoing.**
- **Mel** will ask Peggy about payment for new large scanner to replace old one. **Complete.**
- **Mel** to check on Earl's map. **Ongoing.**
- **Mel** will put fundraiser dates on Website and Facebook page. **Complete.**
- **Mel** to follow up on drawer locks; need to be checked and adjusted. **Ongoing. Marlene.**
- **Mel** will ask Noella the following: **Ongoing.**
  - is it possible to have lined reports as they are easier to read
  - A Payment Register for 2017 is needed; total should agree with what is on Revenue and Expense Report.

**6. Report of the CEO:** Attached.

**7. Report of The Chair:** Confirmation that Uncorrected Proofs/Advanced Copies are not to be added to library collection, as the author does not receive any financial gain.

**8. Financial Reports: Head, Clara and Maria Public Library Payment Register:**

**Resolution #3:** No report.

**Revenue and Expense Report:** Revenues and Expense Report.

**Resolution #4:** No report.

Mel provided Cathy with copies of each transaction from the January 2018 Visa statement.

**9. Correspondence:** Letter from MLSC requesting use of the library for their upcoming annual Bow Tie Classic on 2018 March 3. Request was approved by the Board.

**10. Policies:** None.

**11. New Business:** April Card Party Planning Meeting – set for Thursday, Feb. 22 at 1:00 pm in library.

**12. Reports of Projects:** None

**13. Questions and Answers:** None

**14. Action Items:**

- **Mel** to sign Cathy up for VITA.
- **Mel** to check on Earl's map.
- **Mel** will ask Noella the following:
  - is it possible to have lined reports as they are easier to read
  - A Payment Register for 2017 is needed; total should agree with what is on Revenue and Expense Report.
  - Absolute date that Library budget is due

**15. Adjournment:** **Resolution #5**: Moved by Betty Condie, Seconded by Dave Foote. BE IT RESOLVED that this meeting adjourn at 11:08 to meet again on Thursday, April 4, 2018 at 10:00 a.m. CARRIED