

# Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting held on 2016 February 3 called to order at 10:00a.m.

## 1. Roll Call:

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

## 2. Pecuniary Interest: - None

## 3. Approval of Minutes of Previous Meetings:

**Resolution #1:** Moved by Cathy Sutherland, Seconded by Betty Condie.

Be it resolved that regular minutes for January 6, 2016 be accepted as presented. CARRIED

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

## 5. Report of the CEO: - Attached.

## 6. Report of The Chair: Marlene suggested that for next grant we purchase 2 new laptops and add new printer to JASI computer and more extended service.

## 7. Financial Reports:

### Accounts Payable Cheque Register Report:

**Resolution #2:** Moved by Betty Condie, Seconded by Cathy Sutherland.

Be it resolved that the Accounts Payable Cheque Register Report covering the period of December 31<sup>st</sup>, 2015 to January 26, 2016 be accepted as presented. CARRIED.

### Revenue and Expense Report:

**Resolution #3:** Moved by Cathy Sutherland, Seconded by Betty Condie.

Be it resolved that the Revenue and Expense Reports covering the period of January 1<sup>st</sup> to December 31, 2015 and January 1 - 26, 2016 be accepted as presented. CARRIED.

## 8. Correspondence: - None

## 9. Policies: - None.

## 10. New Business: - Marlene requested use of the library for the annual Missing Link Snowmobile Club "BowTie Classic" on Saturday, March 5<sup>th</sup>, 2016.

Cathy has found a suitable scanner, from Staples, for a cost of approx. \$200.00 (this price includes scanner and card reader).

**Resolution #4:** Moved by Betty Condie, Seconded by Cathy Sutherland. Be it resolved that Melanie Theil be appointed secretary of the Head, Clara and Maria Public Library Board. CARRIED.

**Resolution #5:** Moved by Cathy Sutherland, Seconded by Betty Condie. Be it resolved that the 2016 Budget be accepted as presented. CARRIED.

**Resolution #6:** Moved by Betty Condie, Seconded by Cathy Sutherland. Be it resolved that Noella LeBreton and Melanie Theil are appointed staff signing officers and that Cathy Sutherland and Marlene Gibson are appointed board signing officers. CARRIED.

**Resolution #7:** Moved by Betty Condie, Seconded by Cathy Sutherland. Be it resolved that the Head, Clara and Maria Public Library Board does hereby authorize the Treasurer to act as administrator for the Library Visa card account with a borrowing limit of \$5,000.00 and that the Librarian has a spending limit of \$5,000.00 and that this authorization be valid for the term of this Board or until a change in staffing. CARRIED.

**11. Reports of Projects:** - History Project – None.

**12. Questions and Answers:** - None. Marlene noted that Our Digital World emails should go to Cathy as well as Marlene (right now it goes to Marlene).

**13. Action Items:**

Mel to check the policies binder for updating. *Time did not allow.*

**14. Adjournment:**

**Resolution #8:** Moved by Betty Condie, Seconded by Cathy Sutherland.

Be it resolved that this meeting adjourn at 11:50 a.m. to meet again on Thursday, March 3, 2016 at 10:00a.m. in the Library. CARRIED

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Chair – Marlene Gibson

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Secretary – Melanie Theil