

# Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting held on 2016 May 9 called to order at 1:00p.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 Minutes of Previous Meetings:

**Resolution #1:** Moved by Dave Foote, Seconded by Cathy Sutherland.

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

## 4. Business Arising from the Minutes:

Cathy updated all on the progress of the upcoming June Jazaar: 17 tables sold so far; Cathy will be preparing the 'mail-out', and will contact Crystal regarding the possibility of needing white wooden tables stored in the C-can; Judy Johnstone will be helping with the Flea Market; Sue and June are looking after the Silent Auction, Cathy and Fran are floaters; Fran will prepare the paperwork for the Silent Auction; we need to continue to look for more items for the Silent Auction (anyone cleaning out their basement or garage?); Marlene will look after having coffee and tea available outside and ready before 9 a.m. for those who arrive early – while they wait; Debbi, Bob, and Jim will be serving up breakfast sandwiches and fruit kabobs; make it clear that 'vendors only' will be allowed in before 9 – 'No Early Birds, please'.

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

## 6. Report of The Chair:

Marlene described the weeding process and the logic behind her weeding choices. Marlene also asked Mel where all the links went from the website; Mel explained that JASI/OLSN are no longer looking after this and that she has been trained on how to do webpage additions in this regard. To go along with this, she must also contact all the vendors with whom we have service contracts in order to obtain their links (most of this is done), and then link them to the webpage, etc. Mel will continue to work on this. Marlene was not able to attend this term's Trustee Council Meeting due to previously planned appointments, but Peggy Malcolm will be forwarding the meeting info to her. Spring Card Party results were provided with the profit being \$710.80 and 155 volunteer hours work noted.

## 7. Financial Reports:

### Accounts Payable Cheque Register Report:

**Resolution #2:** Moved by Betty Condie, Seconded by Dave Foote.

Be it resolved that the Accounts Payable Cheque Register Report covering the period of April 5, 2016 to May 3, 2016 be accepted as presented. CARRIED.

### Revenue and Expense Report:

**Resolution #3:** Moved by Betty Condie, Seconded by Fran Kelly-Chamberlain.

Be it resolved that the Revenue and Expense Reports covering the period of January 01, 2016 to May 3, 2016 be accepted as presented. CARRIED.

**8. Correspondence:** - None

**9. Policies:** - Occupational Health and Safety policy required for the library; Mel will put a draft together and will circulate via email prior to the June meeting. Mel will check the SOLS website for guidance.

**10. New Business:** - Auditors request to move funds to 'reserves' (email attached).  
**Resolution #4:** Moved by Cathy Sutherland, Seconded by Fran Kelly-Chamberlain. Be it resolved that the board transfer \$6,628.45 to Contingency Reserve as per the Auditor's recommendation.

**11. Reports of Projects:** - History Project – Cathy reported an issue with the scanner and 'new' computer – not working as it should. Cathy and Mel will both look into this. Marlene and Cathy to meet May 25<sup>th</sup> at 10 a.m. to get Cathy signed up with Orion 03.

**12. Questions and Answers:** - None.

**13. Action Items:** - None

**14. Adjournment:**

**Resolution #5:** Moved by Fran Kelly-Chamberlain, Seconded by Betty Condie.  
Be it resolved that this meeting adjourn at 14:32 p.m. to meet again on Tuesday, June 7th, 2016 at 10:00 a.m. in the Library. CARRIED

**\*\*Reminder: time of meeting has been changed to 1:30\*\***

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Chair – Marlene Gibson

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Secretary – Melanie Theil