

# Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting held on 2016 June 7 called to order at 1:50p.m.

## 1. Roll Call:

|         |                  |         |                        |
|---------|------------------|---------|------------------------|
| Chair:  | Marlene Gibson   | Member: | Betty Condie (late)    |
| 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 Fran Kelly-Chamberlain, Seconded by Cathy Sutherland.

Be it resolved that regular minutes for May 9, 2016 be accepted as presented. CARRIED

## 4. Business Arising from the Minutes: None

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

## 6. Report of The Chair: June Jazaar

## 7. Financial Reports:

### Accounts Payable Cheque Register Report:

**Resolution #2:** Moved by Dave Foote, Seconded by Cathy Sutherland.

Be it resolved that the Accounts Payable Cheque Register Report covering the period of May 4 to 25, 2016 be accepted as presented. CARRIED.

### Revenue and Expense Report:

**Resolution #3:** Moved by Betty Condie, Seconded by Dave Foote.

Be it resolved that the Revenue and Expense Reports covering the period of January 1, 2016 to May 25, 2016 be accepted as presented. CARRIED.

## 8. Correspondence: - None

## 9. Policies: - Discussion on policies and policy review. Mel to work on Occupational Health and Safety Policy as well as others (drafts) over the summer – Ongoing.

## 10. New Business: None.

## 11. Reports of Projects: - History Project – Cathy is working on fixing drivers for the scanner.

## 12. Questions and Answers: - None.

## 13. Action Items: Mel to work on Annual Survey and policies.

## 14. Adjournment:

**Resolution #4:** Moved by Dave Foote, Seconded by Betty Condie.

Be it resolved that this meeting adjourn at 2:40p.m. to meet again on Wednesday, September 7th, 2016 at 10:00a.m. in the Library. CARRIED

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Chair – Marlene Gibson

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Secretary – Melanie Theil