

# Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting held on 2016 September 14 called to order at 10:00 a.m.

## 1. Roll Call:

Chair:	Marlene Gibson	Member:	Betty Condie (regrets)
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 June 7, 2016 be accepted as presented. CARRIED

## 4. Business Arising from the Minutes: None

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

## 6. Report of The Chair: Book cart procedure needed; Mel to work on and review with Marlene before showing volunteers. Library Board binder needed (passwords, procedures, etc.); Mel will work on and provide to Board Chair for review. A project for volunteers – delete patrons no longer 'in circulation'.

## 7. Financial Reports:

### Accounts Payable Cheque Register Report:

**Resolution #2:** Moved by Cathy Sutherland, Seconded by Fran Kelly-Chamberlain.

Be it resolved that the Accounts Payable Cheque Register Report covering the period of May 26 to Sept. 13, 2016 be accepted as presented. CARRIED.

### Revenue and Expense Report:

**Resolution #3:** Moved by Cathy Sutherland, Seconded by Dave Foote.

Be it resolved that the Revenue and Expense Reports covering the period of January 1, 2016 to Sept. 13, 2016 be accepted as presented. CARRIED. \*\*Mel to ask Noella about 2015/016 PLOG amount \$1,423; why is it not showing up anywhere.

## 8. Correspondence: - French material; we do not currently have patrons who request French material so this correspondence is not relevant.

## 9. Policies: None

## 10. New Business: Card Party – Marlene gave progress report. Card Party posters needed – Mel will do. Library Week – Oct 15-22, same as other years with 3 G/Cs draw. Crime Stoppers Calendars – 'coming soon' as per Beth Ethier. Mel reported on elderly patrons finding library door between library and hall too heavy to handle; Mel take it up with office. Mel pointed out Volunteer Book to the Board. It was mentioned that OLA is Feb 2017 this year. Marlene would like blind ordered for door window; Mel will research and report back at next meeting.

**11. Reports of Projects:** - History Project – Marlene discussed VITA. Cathy reinstalled drivers on scanner. Cathy will contact Nancy Champagne-Skuce, re: compatibility with software updates and scanner.

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

**13. Action Items:** Mel to make posters for Card Party - Done. Mel to write-up Book Cart Procedure – in progress. Mel to put together Library Board Binder – in progress. Mel to research blind for door window – in progress. Mel ask Noella about missing \$1,423 – Done, no reply back yet.

**14. Adjournment:**

**Resolution #4:** Moved by Fran Kelly-Chamberlain, Seconded by Cathy Sutherland.

Be it resolved that this meeting adjourn at 11:49 a.m. to meet again on Tuesday, October 4th, 2016 at 1300 (**later changed to 1000**) in the Library. CARRIED

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Chair – Marlene Gibson

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Secretary – Melanie Theil