

## Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting held on **2019, December 3** was called to order at 10:00 a.m.

### 1. Roll Call

Designation	Name	P	A	E	Designation		P	A	E
Chair	Marlene Gibson	X			Member	Gay Baribeau			X
Member	Catherine Sutherland	X			Member	Fran Kelly - Chamberlain	X		
Member	Betty Condie	X			CEO	Judy Zilney	X		

### 2. Pecuniary Interest: None

### 3. Approval of Agenda:

**Resolution #1:** Moved by Catherine Sutherland, Seconded by Fran Kelly-Chamberlain. Be it resolved that the agenda for December 3, 2019 be accepted as presented. CARRIED

### 4. Approval of Minutes of Previous Meeting:

**Resolution #2:** Moved by Betty Condie. Seconded by Catherine Sutherland. Be it resolved that regular minutes for November 5, 2019 be accepted as presented. CARRIED

### 5. Business Arising from the Minutes:

2020 Budget Plan. The budget was completed for the year 2020. Questions regarding what makes up the bank fees will be clarified at next meeting. The document will be presented to the treasurer for input.

2020 Fundraising Activity Dates were decided as follows;

Open Sesame – January 18, 2020

Bowtie Classic – March 7, 2020

Spring Card Party – April 23, 2020

June Jazaar – June 6, 2020

Fall Card Party – October 1, 2020

Christmas Vendor Market – November 14, 2020

**6. CEO Report**

**Circulation Report for November 2019**

<b>Type</b>	<b>Amount</b>
DVDs/CD	64
Junior Fiction/YA	15
Adult	20
Periodicals	
<b>Total Circulation</b>	<b>99</b>

We have received our Public Library Operating Grant for 2019 in the amount of \$1423.00.

Public Library Week was celebrated the week of November 5<sup>th</sup>. A Tea and Social was held with delicious Treats provided by our Library Board. A draw was held for patrons who visited the library during the week. Diane Foreman was the winner.

I will be away from January 12<sup>th</sup> to the 24<sup>th</sup>.

**7. Report of The Chair:** Christmas Vendor Market was a success. Feedback from vendors indicated an interest in returning next year. An approximate profit of \$1000.00 was made.

**8. Financial Reports: General Ledger** – dated November 30, 2019 was presented **Resolution # 3**. Moved by Fran Kelly-Chamberlain, Seconded by Catherine Sutherland. Be it resolved that the General Ledger dated November 30, 2019 be amended.

**Revenue and Expense was Report** dated November 30, 2019 was presented. **Resolution # 4**. Moved by Betty Condie, Seconded by Catherine Sutherland. Be it resolved that the Revenue and Expense Accounts dated October 31, 2019 be amended.

**9. Correspondence:** None at this time.

**10. Policies:**

**Resolution #5**. Moved by Fran Kelly-Chamberlain, Seconded by Betty Condie that Policies BI-01 Terms of Reference of the Officers and BL-02 Powers and Duties of the Board be approved CARRIED.

Policies for next meeting review:

GOV-01 Purpose of the Board

GOV – 02 Board Orientation

GOV-03 Duties and Responsibilities of Individual Board Members

GOV-04 Committees of the Board

11. **New Business:** Coverage for the January 11<sup>th</sup> Indigenous Teaching workshop is needed. Betty Condie has offered to cover this event.  
Storage cupboard shelving is deferred to next month.  
Labels for magnets to be placed on shelving will be ordered through the office.  
Events poster was completed and posted.  
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12. **Reports of Projects:** Christmas Vendor Market and Library Week were covered in the Board Chair and CEO report.
13. **Questions and Answers:** None.
14. **Action Items:** Budget submission and bank fees questions. Reserve Hall for 2020 fundraising activity dates.
15. **Adjournment:** **Resolution # 6.** It was moved by Fran Kelly-Chamberlain and seconded by Catherine Sutherland that the meeting by adjourned at 12:20 p.m. to meet again on Tuesday, January 7, 2020 at 10:00 a.m. CARRIED.

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Chair – Marlene Gibson

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CEO – Judy Zilney