

# Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting held on 2015 November 18 called to order at 10:00a.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 Betty Condie.

Be it resolved that regular minutes for October 14, 2015 be accepted as presented. CARRIED

## 4. Business Arising from the Minutes:

Cathy Sutherland researching portable scanners; once a suitable scanner has been chosen, it will come out of OLCF-ITS grant money.

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

## 6. Report of The Chair: - Marlene reported on her attendance at the Trustee Council Meeting on November 7<sup>th</sup> in Arnprior (who attends, format of meeting, what is discussed, etc.).

## 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 October 14 to November 16, 2015 be accepted as presented. CARRIED

### Revenue and Expense Report:

**Resolution #3:** Moved by Dave Foote, Seconded by Fran Kelly-Chamberlain.

Be it resolved that the Revenue and Expense Report covering the period of January 1<sup>st</sup> to November 16, 2015 be accepted as presented. CARRIED.

## 8. Correspondence: - None

## 9. Policies: - Winter project to review and update policies.

## 10. New Business: - Cathy Sutherland requested a resolution for mileage.

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

Be it resolved that mileage will be paid at .35 cents per km to paid library staff to attend either Library Committee meetings or training up to 3 trips per year. CARRIED.

2016 Budget – **Resolution #5:** – Moved by Fran Kelly-Chamberlain, Seconded by Dave Foote. Be it resolved that the amount of \$8,177 be transferred from Contingency Fund to Reserves to balance the 2016 Budget. CARRIED.

\$1500.00 has been allocated from OLCF-ITS grant money for librarian to attend OLA Super Conference in January 2016. Also approved is the payment of one day of wages for librarian for “training” while at OLA Super Conference.

**11. Reports of Projects:** - None

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

**13. Action Items:** - None

**14. Adjournment:**

**Resolution #6:** Moved by Betty Condie, Seconded by Fran Kelly-Chamberlain.

Be it resolved that this meeting adjourn at 1:44p.m. to meet again Wednesday, Dec. 1, 2015 at 10:00a.m. in the Library. CARRIED

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Chair – Marlene Gibson

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Secretary – Melanie Theil