

**Head, Clara and Maria Public Library**  
**Board Meeting - Minutes**  
2017 March 29th at 10:00 a.m.

**1. Roll Call:**

<b>Chair:</b>	<b>Marlene Gibson</b>	<b>Member:</b>	<b>Betty Condie</b>
<b>Member:</b>	<b>Dave Foote</b>	<b>Member:</b>	<b>Fran Kelly-Chamberlain</b>
<b>Member:</b>	<b>Cathy Sutherland</b>	<b>CEO:</b>	<b>Melanie Theil</b>

**2. Pecuniary Interest:** None

**Approval of Agenda:** **Resolution #1:** Moved by Betty Condie, Seconded by Cathy Sutherland. BE IT RESOLVED that Agenda for 2017 March 29, be accepted as amended. CARRIED

**3. Approval of Minutes of Previous Meeting:**

**Resolution #2:** Moved by Betty Condie, Seconded by Dave Foote. BE IT RESOLVED that Minutes for 2017 March 2, be accepted as amended. CARRIED

**4. Business Arising from the Minutes:**

- Mel reminding Noella about Cheque Register for 2016.
- Mel confirming that requested changes were made to Library's 2017 Budget reflecting that there is no 2017 grant money.
- Mel confirming with Noella re: updated amount left on 2016/2017 grant.
- Mel checking for Volunteer Service Spreadsheet

**5. Report of the CEO:** Attached.

**6. Report of The Chair:** Marlene reiterated that caution must be used when collecting names and posting them for the Birthday Club idea, based on past experience. Phinney Lee asked whether we had audiobooks in the library, short answer – No, too costly; Marlene explains that she buys her own until she gets back on Overdrive.

**7. Financial Reports:**

**Accounts Payable Cheque Register Report:** None

**Revenue and Expense Report:** None

**Budget:** None

**8. Correspondence:** None

**9. Policies:** Policy GOV-06 Governance-Planning - Reviewed by all and amended. Mel will update electronic copy. **Resolution #3:** Moved by Cathy Sutherland, Seconded by Dave Foote. BE IT RESOLVED that Policy Number GOV-06 "Governance-Planning" has been reviewed and approved and a review date set for September 2019. CARRIED

**10. New Business:** *Volunteer Appreciation Evening* – Between 19-22 names were brought forward. Date chosen: Monday, May 8<sup>th</sup> from 5:30, meal at 6:00. Venue will be Stonecliffe Community Centre. Meal will be pizza (2 kinds – veggie and pepperoni, along with beverages (not pop or alcohol). Bar will be open. Approximately \$200 is estimated to cover the cost of this event. Mel will send invitations. Fran will contact Rolphton Restaurant regarding a possible deal on the pizzas. Each volunteer will be presented with an Appreciation Certificate. Cathy will provide paper for certificates.

**11. Reports of Projects:** Card Party – Cathy has secured table decorations from Country Home Gardens. Fran testing a recipe for Mason Jar Chicken Pot Pie. Sue and Fran will make 3 desserts to be tested at April 10<sup>th</sup> mtg. History Project – Cathy and Fran will investigate library scanner and will report back to Marlene. Diane Beauchamp is working on slide show for Homecoming but reported that the slides from the History website are not clear; Cathy suggested meeting with Diane to use original scans.

**12. Questions and Answers:**

**13. Action Items:**

- Mel will email/mail out invitations to invitees for “Library Volunteer Appreciation Evening”.
- Fran will contact Rolphton Restaurant re: possible pizza deal.
- Cathy will provide paper for Appreciation Certificates.
- Mel will check for Volunteer Service Spreadsheet.
- Mel will update GOV-06 Governance-Planning policy.

**14. Adjournment:**

**Resolution #4:** Moved by Cathy Sutherland, Seconded by Fran-Kelly Chamberlain. BE IT RESOLVED that this meeting adjourned at 11:28 a.m. to meet again on Tuesday, May 2nd, 2017 at 2:00 p.m. in the Library. CARRIED