

**Head, Clara and Maria Public Library**  
**Board Meeting - Minutes**  
2018 January 11 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

**3. Approval of Agenda:** **Resolution #1:** Moved by Betty Condie, Seconded by Dave Foote. BE IT RESOLVED that Agenda for 2018 January 11, be accepted as presented. CARRIED

**4. Approval of Minutes of Previous Meeting:** **Resolution #2:** Moved by Dave Foote, Seconded by Cathy Sutherland. BE IT RESOLVED that regular minutes for 2017 November 29, be accepted as presented. CARRIED

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

- **Mel** to sign Cathy up for VITA - Ongoing
- **Mel** to follow-up on cost of tablets from Staples - Complete
- **Cathy** to continue research for new large scanner to replace old one - Ongoing
- **Mel** will request up-to-date pertinent financials necessary for budget work, for January meeting – Ongoing.

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

**7. Report of The Chair:** Earl's map – Mel to check on. Weeding – Mel and Marlene will begin 2018 Jan 17. Magazines need more promoting – Action on Mel. Book renewal process – advise patrons of this and 'grace period' for returns – Action on Mel. A total of 83 Crime Stoppers calendars were sold (up slightly from last year); library will receive \$415.00 from this effort – Action on Mel to publicize.

**8. Financial Reports:**

**Accounts Payable Cheque Register Report:** Accounts Payable Cheque Register January 1 to November 01, 2017.

**Resolution #3.** Deferred. Ongoing Action on Mel.

**Revenue and Expense Report:** Revenues and Expense Report January 1 to December 01, 2017.

**Resolution #4.** Deferred. Ongoing Action on Mel.

**9. Correspondence:** SOLS invoices for Overdrive and E-Resources.

**10. Policies:** None.

**11. New Business:**

- Budget – Deferred.

- Resolution for deferred revenue (special grants) back to Dec 31<sup>st</sup>. **Resolution #5**. Moved by Cathy Sutherland, Seconded by Dave Foote. BE IT RESOLVED that we transfer \$\_\_\_\_\_ which is the remainder of the 2017-18 ILDS Grant which is to be used in 2018 budget backdated to December 31, 2017.
- Set 2018 dates for: Spring Card Party, June Jazaar, Fall Card Party.
  - Spring Card Party – 2018 April 19; hall booked for 18<sup>th</sup> and 19<sup>th</sup>
  - June Jazaar – 2018 June 2 – hall booked for 1<sup>st</sup> and 2<sup>nd</sup>.
  - Fall Card Party – 2018 October 18 – hall booked for 17<sup>th</sup> and 18<sup>th</sup>.

**12. Reports of Projects:** None

**13. Questions and Answers:** Mel confirmed with board that her regular day of work is Wednesday, with the exception of the 2<sup>nd</sup> Wednesday of the month; all in agreement.

**14. Action Items:**

- **Mel** to sign Cathy up for VITA.
- **Cathy** to continue research for new large scanner to replace old one.
- **Mel** to request up-to-date pertinent financials necessary for budget work, for January meeting.
- **Mel** to prepare monthly list of VISA charges for library board meetings.
- **Mel** to check on Earl's map.
- **Mel** to remind patrons of book renewal process, as well as 'grace period' for returns.
- **Mel** to publicize Crime Stoppers calendar sales.
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**15. Adjournment:** **Resolution #6**: Moved by Fran Kelly-Chamberlain, Seconded by Cathy Sutherland. BE IT RESOLVED that this meeting adjourn at 11:40 to meet again on Thursday, February 8<sup>th</sup>, 2018 at 10:00 a.m. CARRIED