

Head, Clara and Maria Public Library
Board Meeting - Minutes
2018 February 8 at 10:00 a.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 Agenda: **Resolution #1:** Moved by Betty Condie, Seconded by Dave Foote. BE IT RESOLVED that Agenda for 2018 February 8, 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 2018 January 11, be accepted as presented. CARRIED

5. Business Arising from the Minutes:

- **Mel** to sign Cathy up for VITA. Ongoing
- **Cathy** to continue research for new large scanner to replace old one. It was decided that we will continue to use the current scanner until such time as we need a new one.
- **Mel** to request up-to-date pertinent financials necessary for budget work, for January meeting. Complete
- **Mel** to prepare monthly list of VISA charges for library board meetings. Complete
- **Mel** to check on Earl's map. Ongoing
- **Mel** to remind patrons of book renewal process, as well as 'grace period' for returns. Complete
- **Mel** to publicize Crime Stoppers calendar sales. Complete

6. Report of the CEO: Attached.

7. Report of The Chair: Marlene ordered "Canada Reads" books, as well as others based on price, patron requests, as per usual. Marlene has now started to keep track of her volunteer hours. Marlene is planning to attend the Trustee Council meeting in April. It was noted that the Library Committee meetings are via teleconference only during the winter months. It was noted that drawer locks need to be checked and adjusted; action on Mel to follow-up.

8. Financial Reports: Head, Clara and Maria Public Library Payment Register:

Resolution #3: Moved by Cathy Sutherland, Seconded by Fran Kelly-Chamberlain.

Be it resolved that the HCMPL Payment Register covering the period of January 1 to January 31, 2018 be accepted as presented. CARRIED.

Revenue and Expense Report: Revenues and Expense Report.

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

Be it resolved that the Revenue and Expense Report be deferred; reports require clarification.

Mel provided Cathy with copies of each transaction from the January 2018 Visa statement.

9. Correspondence: Letter from MLSC requesting use of the library for their upcoming annual Bow Tie Classic on 2018 March 3. Request was approved by the Board.

10. Policies: None.

11. New Business: April Card Party Planning Meeting – set for Thursday, Feb. 22 at 1:00 pm in library.

12. Reports of Projects: None

13. Questions and Answers: None

14. Action Items:

- **Mel** to sign Cathy up for VITA.
- **Cathy** continuing to research for new scanner for History Project.
- **Mel** will ask Peggy about payment for new large scanner to replace old one.
- **Mel** to check on Earl's map.
- **Mel** will put fundraiser dates on Website and Facebook page.
- **Mel** to follow up on drawer locks; need to be checked and adjusted.
- **Mel** will ask Noella the following:
 - is it possible to have lined reports as they are easier to read
 - A Payment Register for 2017 is needed; total should agree with what is on Revenue and Expense Report.

15. Adjournment: **Resolution #5**: Moved by Betty Condie, Seconded by Dave Foote. BE IT RESOLVED that this meeting adjourn at 11:40 to meet again on Thursday, March 1st, 2018 at 10:00 a.m. CARRIED