

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

2018 March 1 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 Fran Kelly-Chamberlain, Seconded by Betty Condie. BE IT RESOLVED that Agenda for 2018 March 1, 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 February 8, be accepted as presented. CARRIED

5. Business Arising from the Minutes:

- **Mel** to sign Cathy up for VITA. **Ongoing.**
- **Mel** will ask Peggy about payment for new large scanner to replace old one. **Complete.**
- **Mel** to check on Earl's map. **Ongoing.**
- **Mel** will put fundraiser dates on Website and Facebook page. **Complete.**
- **Mel** to follow up on drawer locks; need to be checked and adjusted. **Ongoing. Marlene.**
- **Mel** will ask Noella the following: **Ongoing.**
 - 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.

6. Report of the CEO: Attached.

7. Report of The Chair: Confirmation that Uncorrected Proofs/Advanced Copies are not to be added to library collection, as the author does not receive any financial gain.

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

Resolution #3: No report.

Revenue and Expense Report: Revenues and Expense Report.

Resolution #4: No report.

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.
- **Mel** to check on Earl's map.
- **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.
 - Absolute date that Library budget is due

15. Adjournment: **Resolution #5**: Moved by Betty Condie, Seconded by Dave Foote. BE IT RESOLVED that this meeting adjourn at 11:08 to meet again on Thursday, April 4, 2018 at 10:00 a.m. CARRIED