

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

2018 April 6 at 10:00 a.m.

1. Roll Call:

Chair:	Marlene Gibson	Member:	Betty Condie
Member:	Dave Foote - Retired	Member:	Fran Kelly-Chamberlain
Member:	Cathy Sutherland	CEO:	Melanie Theil

2. Pecuniary Interest: None

3. Approval of Agenda: **Resolution #1:** Moved by Catherine Sutherland, Seconded by Betty Condie. BE IT RESOLVED that Agenda for 2018 April 6, be accepted as presented. CARRIED

4. Approval of Minutes of Previous Meeting: **Resolution #2:** Moved by Betty Condie, Seconded by Cathy Sutherland. BE IT RESOLVED that regular minutes for 2018 March 1, be accepted as presented. CARRIED

5. Business Arising from the Minutes:

- **Mel** to sign Cathy up for VITA. **Ongoing.**
- **Mel** to check on Earl's map. **Ongoing.**
- **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: Schedule training for volunteers; once Wade leaves, we are down to 2 volunteers for Tuesday evenings with Linda and Fran as 'spare' as available. Library Notices - post any notices that are pertinent to the operation of the library on library doors two weeks in advance of any information; discussion around 2 month calendar and the use of a dry-erase board for 1 month or 6 weeks. Need more cups or Card Party; they need to be stackable. Mel will check with DR Community Church. Cathy, in the meantime, will check on rental options. Thank you card for Dave Foote – Cathy will take the lead on this. Cathy requested a Thank You for Country Gardens. Card Party details – Marlene reported on the number of tables for bridge; Debbi prepared 100 tickets; table for Just Eats.

8. Financial Reports: Head, Clara and Maria Public Library Payment Register:
No report.

Revenue and Expense Report: Revenues and Expense Report.
No report.

9. Correspondence: None

10. Policies: None.

11. New Business: Volunteer Appreciation Dinner – Date set for Thursday, May 17. Mel will send out/distribute invitations – 23 in total. Board members discussed menu and settled on Chinese with Mel making dessert. Mel will pick up the Chinese food on the 17th.

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** to check on acquiring more cups from the DR Community Church.
- **Cathy** to check on renting cups.
- **Cathy** to look after Thank You card for Dave F.
- **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 #3**: Moved by Betty Condie, Seconded by Catherine Sutherland. BE IT RESOLVED that this meeting adjourn at 11:35 to meet again on Thursday, May 3rd, 2018 at 10:00 a.m. CARRIED