

Head, Clara and Maria Public Library
Board Meeting - Meeting
2018 May 3 at 10:00 a.m.

1. Roll Call:

Chair:	Marlene Gibson	Member: Betty Condie
Council Member:	Vacant	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 Fran Kelly-Chamberlain. BE IT RESOLVED that Agenda for 2018 May 3, be accepted as amended. CARRIED

4. Approval of Minutes of Previous Meeting: **Resolution #2:** Moved by Fran Kelly-Chamberlain, Seconded by Betty Condie. BE IT RESOLVED that regular minutes for 2018 April 6, be accepted as presented. CARRIED

5. Business Arising from the Minutes:

- **Cathy** to check on renting cups. **Complete.**
- **Cathy** to look after Thank You card for Dave F. **Complete.**
- **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: Marlene reported on the recent Trustee Council Meeting, highlighting new policy on “The Library and Political Elections” noting that all board members must remember to reapply to council for their position on the board, and then wait appointment. Marlene also gave a summary on the card party profits, donations, complimentary notes, etc.

8. Financial Reports:

Accounts Payable Cheque Register Report: No Report

Revenue and Expense Report: No Report

Based on a question that arose from the April 6th board meeting, regarding signing authority, Mel provided all members with copies of Feb 3, 2015 resolutions on both signing authorities as well as Library Visa administration details.

9. Correspondence: None

10. Policies: Mel to look up and adjust Trillium policy on “The Library and Political Elections” to become HCM policy on the same.

11. New Business: June Jazaar -Cathy provided the members with an update on the progress that she has made in preparation for the upcoming June Jazaar with respect to publicity and vendor tables. Members also discussed June Jazaar set-up plans for the June 1 and 2nd. Mel

will put June Jazaar reminders on Facebook, webpage, and NRT. It was also decided that 4 of the library chairs would go into the June Jazaar for sale.

Mel will ask Terry to put a hold on building the shelves for the library cupboard until after the library has been cleaned up and it has been determined what height the shelves should be.

12. Reports of Projects: None

13. Questions and Answers: None

14. Action Items:

- **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.
- Mel to look up and adjust Trillium policy on “The Library and Political Elections” to become HCM policy on the same.
- Mel will put June Jazaar reminders on Facebook, webpage, and NRT.
- Mel will ask Terry to put a hold on building the shelves for the library cupboard until after the library has been cleaned up and it has been determined what height the shelves should be.
- Mel will use her day at the upcoming Library Committee mtg (May 16th) in Renfrew as her day of work for the week of May 14th.
- Mel will notify volunteers that the Appreciation Dinner begins at 6:00 on May 17th; Fran and Cathy will notify their friends.

15. Adjournment: **Resolution #3:** Moved by Betty Condie, Seconded by Fran Kelly-Chamberlin. BE IT RESOLVED That this meeting adjourn at 12:35 pm to meet again on Wednesday, June 6, 2018 at 10:00 am in the Library. CARRIED