

Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting held on 2016 April 6 called to order at 10:00a.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 Minutes of Previous Meetings:

Resolution #1: Moved by Betty Condie, Seconded by Dave Foote.

Be it resolved that regular minutes for March 10, 2016 be accepted as presented. CARRIED

4. Business Arising from the Minutes: Cathy will be the keeper of the scanner.

5. Report of the CEO: - Attached.

6. Report of The Chair: Marlene reminded Board that some thought should be given to a Performance Appraisal for Mel; not urgent.

7. Financial Reports:

Accounts Payable Cheque Register Report:

Resolution #2: Moved by Cathy Sutherland, Seconded by Betty Condie.

Be it resolved that the Accounts Payable Cheque Register Report covering the period of February 24, 2016 to April 4, 2016 be accepted as presented. CARRIED.

Revenue and Expense Report:

Resolution #3: Moved by Betty Condie, Seconded by Fran Kelly-Chamberlain.

Be it resolved that the Revenue and Expense Reports covering the period of January 27, 2016 to April 4, 2016 be accepted as presented. CARRIED.

8. Correspondence: - Email from Peggy Malcolm (SOLS) regarding Occupational Health and Safety policy; blitz on between May 15 and July 15th checking for these policies in our libraries.

9. Policies: - None.

10. New Business: - June Jazaar – Cathy sending notice out to vendors. This year jazaar will close sooner – at noon. On form, remove Noella's name and replace with Cathy Sutherland's. Card Party numbers so far – 19 tables (usually 25).

11. Reports of Projects: - History Project – None.

12. Questions and Answers: - None.

13. Action Items: None

14. Adjournment:

Resolution #4: Moved by Fran Kelly-Chamberlain, Seconded by Cathy Sutherland.
Be it resolved that this meeting adjourn at 11:00a.m., to meet again on Wednesday, May 4th, 2016 at 10:00a.m., in the Library. CARRIED

Chair – Marlene Gibson

Secretary – Melanie Theil