

Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting held on **2020, January 7** was called to order at 10:00 a.m.

1. Roll Call

Designation	Name	P	A	E	Designation		P	A	E
Chair	Marlene Gibson	X			Member	Gay Baribeau	X		
Member	Catherine Sutherland	X			Member	Fran Kelly - Chamberlain	X		
Member	Betty Condie	X			CEO	Judy Zilney	X		

2. Pecuniary Interest: None

3. Approval of Agenda:

Resolution #1: Moved by Fran Kelly-Chamberlain, Seconded by Gay Baribeau. Be it resolved that the agenda for January 7, 2020 be accepted as presented. CARRIED

4. Approval of Minutes of Previous Meeting:

Resolution #2: Moved by Catherine Sutherland. Seconded by Fran Kelly-Chamberlain. Be it resolved that regular minutes for December 3, 2019 be accepted as presented. CARRIED

5. Business Arising from the Minutes: None

6. CEO Report

Circulation Report for December 2019

Type	Amount
DVDs/CD	25
Junior Fiction/YA	14
Adult	28
Periodicals	
Total Circulation	67

There are a few changes made to the Public Library Act.

- A Board Member can now be a permanent resident of Canada. Previously Canadian citizenship was the criteria.

- Meeting frequency requirements have changed from 10 meetings a year to 7 meetings a year.

The Indigenous Cultural Teaching workshop is scheduled for January 11 at 10:30.

The DVD pool yearly participation cost has increased from \$150. to \$200. We will also have 3 rotations instead of 4 in an effort to keep delivery costs as low as possible. We will also use the trunk exchange at meetings when it suits.

I have created a “Library Expense/Revenue Coding form for reference. When submitting an invoice or deposit, please include the code of the account you wish it to be assigned to.

- 7. Report of The Chair:** Acknowledging the change in meeting frequency requirements by the Act, we will continue with 10 meetings as year. Communication is needed to address the fundraising planning that is done by the Board.
- 8. Financial Reports: General Ledger** – None at this time.
- 9. Correspondence:** None at this time.
- 10. Policies:**
 - Resolution #3.** Moved by Gay Baribeau, Seconded by Betty Condie that Policies GOV-01 Purpose of the Board, GOV-02 Board Orientation GOV-03 Duties and Responsibilities of Individual Board Members GOV-04 Committees of the Board, GOV-05 Policy Development GOV-06 Planning be approved with recommended changes. CARRIED.
- 11. New Business:** Generate an Annual Report summarizing Library information which will be included in the Municipal newsletter.
- 12. Reports of Projects:** Discussion involving Menu and grocery needs for the Open Sesame fundraiser.
- 13. Questions and Answers:** None
- 14. Action Items:** Place a suggestion box in the Library for patron suggestions.
- 15. Adjournment:** **Resolution # 4.** It was moved by Betty Condie, Seconded by Catherine Sutherland that the meeting by adjourned at 12:03 p.m. to meet again on Tuesday, February 11, 2020 at 10:00 a.m. CARRIED.

Chair – Marlene Gibson

CEO – Judy Zilney