

Head, Clara and Maria Public Library
Board Meeting - Minutes
2018 November 7 at 10:00 a.m.

1. Roll Call:

Chair:	Marlene Gibson	Member:	Betty Condie
Member:	Nancy Rose - Absent	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 November 7, be accepted as presented. CARRIED

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

5. Business Arising from the Minutes:

- Mel will prepare email list for library patrons. Ongoing
- Mel will plan volunteer training session with volunteers. Ongoing.
- Mel will put note in next HCM Newsletter about the discontinuation of the Crime Stoppers Calendars. Ongoing.
- Mel will change the banner on the wall above the non-fiction section. Complete.
- Mel will put note on printer identifying which toner has been changed and date of change. Ongoing.
- Mel will provide a copy the library's portion of the monthly Visa bills, as they are available. Complete.
- Mel will order a subscription of the NRT as well as the Eganville Leader for the library. Complete.
- Mel will tentatively book the HCM kitchen and community centre for Valentine's event – Enchanted Evening (Feb 8 from 10:00a.m. – 2:00p.m. for decorating, and Feb 9 from 3:00p.m. – 1:00a.m. for event). Complete.
- Mel will book time on Nov 16th for setup. Complete. (after 4:00pm)

6. Report of the CEO: Attached.

7. Report of The Chair: Marlene provided an update from the recent Trustee Council Meeting: the library boards do not have a "lame duck period", they just continue on; there may be connectivity money coming; look for webinars coming in January on 'being a board member'; board cannot lobby for funding; if board members are interested, there are stats available – Peggy Malcolm can help with this. A resolution was passed for Tuesday evening library closure.

Resolution #5: Moved by Fran Kelly-Chamberlain, Seconded by Cathy Sutherland. Be it resolved that the library will now be closed on Tuesday evenings from the 1st Tuesday in December until the last Tuesday in March of the following year. CARRIED.
Mel will prepare new signage, advise the office, and will post on fb and webpage.

8. Financial Reports:

Accounts Payable Cheque Register Report: Accounts Payable Cheque Register -

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

Be it resolved that the Accounts Payable Cheque Register Report covering the period of 2018-01-31 to 2018-11-07 be accepted as presented. CARRIED

Revenue and Expense Report: Revenues and Expense Report - **Resolution #4:** Moved by Cathy Sutherland, Seconded by Betty Condie. Be it resolved that the Revenues and Expense Report covering the period of Jan 1/18 to Nov 7/18 be accepted as presented. CARRIED
Cathy will ask treasurer for detailed financials for Fall Card Party, similar to June Jazaar report. Marlene provided a report on the recent Fall Card Party (Oct. 18); 95 people attended; profit was \$994.71.

Librarian's Monthly Expense Report (included in CEO's report)

9. Correspondence: None

10. Policies: Deferred from October meeting to a later meeting.

- BL-03 – Terms of Reference of the Officers
- BL-04 – Powers and Duties of the Board
- 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

11. New Business: CEO's resignation letter. Mel will work until Nov 15th; in the meantime she will show Cathy what needs to be attended to on the computer. New CEO job posting will go up Monday and will close on November 30th.

12. Reports of Projects: Christmas Vendors Market – Cathy reported on her progress with vendors. Mel will make tickets up for basket draws.

13. Questions and Answers: None.

14. Action Items:

- Mel will prepare email list for library patrons.
- Mel will plan volunteer training session with volunteers.
- Mel will put note in next HCM Newsletter about the discontinuation of the Crime Stoppers Calendars.
- Mel will put note on printer identifying which toner has been changed and date of change.

- Mel will prepare new signage, advise the office, and will post on fb and webpage (for Tuesday evening library closing).
- Cathy will ask treasurer for detailed financials for Fall Card Party, similar to June Jazaar report.
- Mel will make tickets up for basket draws.

15. Adjournment: *Resolution #6*: Moved by Catherine Sutherland, Seconded by Fran Kelly-Chamberlin. BE IT RESOLVED that this meeting adjourn at 12:45 p.m. to meet again on Wednesday, December 5, 2018 at 10:00 am in the Library. CARRIED