

# Head, Clara and Maria Public Library Board Meeting Minutes

A Regular Meeting held on 2019, January 2 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	Betty Condie	X			Member	Fran Kelly - Chamberlain	p		
Member	Cathy Sutherland	x			CEO	Judy Zilney	P		

### Election of Library Chair Position

Betty Condie nominated Marlene Gibson for the position of Chair  
 Cathy Sutherland seconded the nominating presented by Betty. CARRIED  
 Marlene Gibson accepted the Chair Position for a 4 year term beginning January 2019.

## 2. Pecuniary Interest: None

## 3. Approval of Amended Agenda:

**Resolution #1:** Moved by Betty Condie, Seconded by Fran Kelly-Chamberlain. Be it resolved that agenda for January 2, 2019 be accepted as presented. CARRIED

## 4. Approval of Minutes of Previous Meeting:

**Resolution #2:** Moved by Cathy Sutherland, Seconded by Fran Kelly Chamberlain. Be it resolved that regular minutes for December 3, 2018 be accepted as presented amended. CARRIED

## 5. Business Arising from the Minutes:

- Cathy Sutherland gave a report relating to the Christmas Vendor Market.
- Cathy Sutherland will provide keys and training relating to computer access, etc. for the newly hired CEO.
- Security and Panic Button, This equipment can be worn on a lanyard around your neck which makes it handy if needed to be activated in a time when you felt unsafe at the library. Depressing the button for 5[five] seconds will activate all alarms and also call the police and ambulance to come to your rescue. A note will be sent out to volunteers to make them aware of this strategy.
- Library will be open on January 5 and 12 from 12:30 to 3:00 for your use. The regular schedule will resume on Friday, January 11. **This will be posted on Facebook website. Cathy and Judy**
- Open Sesame Poker run will be held on January 19. A meeting will be held on January 4 to discuss meal planning at 10: am in the library. **This info must be given to HCM office staff. - Judy**

**6. Report of the CEO - None**

**7. Report of The Chair:** Marlene gave report on upcoming Fund Raisers.

- Card Party – April 25; need the room on the 24 for prep
- June Jazaar – June 1: need the room on May 31 for prep
- Fall Card Party- Oct 3; need the room on Oct2 for prep
- Christmas Bazaar – November 16; need room on Nov 15 for prep

**8. Financial Reports:**

• **Accounts Payable Cheque Register Report:**

Not available.

- **Revenue and Expense Report:** Cathy Sutherland is setting up a excel document in a user friendly manner to address this report

**9. Correspondence:** None

**10. Policies:** Deferred till next meeting.

**11. New Business:** Judy Zilney was hired as the Library CEO. She has spent most of her working years as a manager in Health Care but has decided to change careers. She looks forward to meeting the library patrons and helping in any way she can.

**12. Reports of Projects:** Cathy had a History Project request from someone who grew up in Mackey and was wanting to get a map of the land he knew as a child. By accessing the history project she was able to meet the requests of this patron who was very pleased.

The hard drive needs a safe storage place to preserve the contents.

**13. Questions and Answers:** none

**Action Items:** Judy to provide activity dates to HCM staff for room booking.

Cathy & Judy to set up training time on the computer.

Cathy setting up revenue and expense report .

**15. Adjournment:**

**Resolution #3:** Moved by Cathy Sutherland, Seconded by Fran Kelly- Chamberlain.

Be it resolved that this meeting adjourn at 12:00 p.m. to meet again on Wed., February 6, 2019 at 10:00 a.m. at the library. CARRIED

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Chair – Marlene Gibson

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CEO – Judy Zilney

