

**Head, Clara and Maria Public Library
Board Meeting Minutes
December 15, 2021**

A Regular Meeting held on December 15th 2021 was called to order at 9:30 AM

1. Roll Call

| Designation | Name | P | A | E | Designation | Name | 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 | Lexi Rivett | x | | |

2. Pecuniary Interest: none

3. Approval of agenda:

Resolution #1; Moved by Betty Condie seconded by Fran Kelly-Chamberlain. Be it resolved that the agenda for December 15th be accepted as presented. CARRIED

4. Approval of Minutes of Previous Meeting:

Resolution # 2; Moved by Gay Baribeau Seconded by Fran Kelly-Chamberlain. Be it resolved that the minutes of November 9th be accepted as presented. CARRIED

5. Business Arising From The Minutes:

- As long as there is petty cash, the credit card is not needed immediately
- Cathy has made a new poster for Betty's goodies that are for sale. Board members will post flyers at their respective mailboxes

6. Report of the CEO:

- A Banker's box has been found in the library closet and I have started to sort files into it.
- Puzzles and donated books have been moved to the bottom shelves.
- Historical documents and pictures have been moved from the bottom shelf to the local history section.
- DVD pool movies have arrived and have been sorted into their drawer.
- New books have been cataloged.
- We Have received the new Canadian flag labels and they have been paid for
- All the puzzles have been sold

7. Report of The Chair:

- All Receipts for books and purchases have been sorted, its roughly \$1400
- Some of the books have been shipping from other countries and costing more to ship
- The Thank You Marlene wrote is in the Township December Newsletter
- We are invited to a Volunteer fest this summer in Deep River
- We will decline the summer reading program

8. Financial Reports:

- We will get more numbers and decide the budget next meeting
- The financial code sheet needs to be updated to include missing sections and codes
- Dvd Pool has increased to \$250

9. Correspondence:

DVD pool- the dvd pool has been received from Madawaska Valley, and ours has been sent to Laurentian Hills.

10. Policies:

- Peggy Malcom will be contacted to ask about mandatory policies

11. New Business:

- Motion to change Judy's name to Lexi's name for signing cheques
- Lexi or Marlene will ask Stephanie why 61-1611- Library reimbursement is by itself and not allocated to something else

12. Report of the Projects:

13. Questions and Answers;

What plants should Betty grow this year? Bee Balm

14. Adjournment:

Resolution #3;

Be it resolved that this meeting adjourn at 11:30 am to meet again January 13th 2022 at 10:00 a.m. in the Hall. Moved by Fran Kelly-Chamberlain seconded by Gay Baribeau.