

**Head, Clara and Maria Public Library
Board Meeting Minutes**

A Regular Meeting held on 2015 December 1 called to order at 10:00a.m.

1. Roll Call:

Chair:	Marlene Gibson	Member:	Betty Condie (10:20)
Member:	Dave Foote (regrets)	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 Fran Kelly-Chamberlain, Seconded by Cathy Sutherland.
Be it resolved that regular minutes for November 18, 2015 be accepted as amended (correction to Fran's surname and replace "absent" with "regrets"). CARRIED

4. Business Arising from the Minutes: None.

5. Report of the CEO: - Attached. Mel also preparing notice for Librarian's Christmas Hours.

6. Report of The Chair: - Marlene provided report on Fall Card Party with details and breakdown. Marlene also provided more info from recent Trustee Council Meeting.

7. Financial Reports:

Accounts Payable Cheque Register Report: None

Revenue and Expense Report:

Resolution #3: Moved by Fran Kelly-Chamberlain, Seconded by Cathy Sutherland.
Be it resolved that the Revenue and Expense Report covering the period of January 1st to November 30, 2015 be accepted as presented. CARRIED.

8. Correspondence: - None

9. Policies: - None

10. New Business: - There were changes made to the budget for which Treasurer provided explanation. **Resolution #2:** Moved by Fran Kelly-Chamberlain, Seconded by Cathy Sutherland. Be it resolved that we amend Resolution #5, November 18, 2015, to read that sufficient funds be transferred from Contingency Fund of Reserves to balance the 2016 Budget. CARRIED.

11. Reports of Projects: - None

12. Questions and Answers: - None

13. Action Items: - None

14. Adjournment:

Resolution #4: Moved by Cathy Sutherland, Seconded by Fran Kelly-Chamberlin.

Be it resolved that this meeting adjourn at 11:50 a.m. to meet again Wednesday, January 6, 2016 at 10:00a.m. in the Library. CARRIED

Chair – Marlene Gibson

Secretary – Melanie Theil