

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

**1. Roll Call:**

<b>Chair:</b>	<b>Marlene Gibson</b>	<b>Member:</b>	<b>Betty Condie</b>
<b>Member:</b>	<b>Nancy Rose - Absent</b>	<b>Member:</b>	<b>Fran Kelly-Chamberlain</b>
<b>Member:</b>	<b>Cathy Sutherland</b>	<b>CEO:</b>	<b>Melanie Theil</b>

**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 16<sup>th</sup> 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 1<sup>st</sup> 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 15<sup>th</sup>; 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 30<sup>th</sup>.

**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