

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

A Regular Meeting held on September 8th, 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 Fran Kelly-Chamberlain, seconded by Catherine Sutherland. Be it resolved that the agenda for September 8 2021 be accepted as presented. CARRIED

### 4. Approval of Minutes of Previous Meeting:

**Resolution #2:** Moved by Betty Condie, Seconded by Catherine Sutherland. Be it resolved that the minutes of June 7 2021 be accepted as Presented. CARRIED

### 5. Business Arising From The Minutes:

**New Printer-** a new printer has been purchased to replace the old one. The new printer is able to scan, print and photocopy.

**Bottle Drive-** The bottle drive is going well but will soon have to come to an end due to colder weather.

### 6. Report of the CEO:

Tasks that have taken place since the previous meeting;

- Catalogued books
- Checked books out and in
- Done up spine labels for books
- Made Facebook posts advertising the library's new books
- Done paperwork for applying for the grant
- Preparing books to be put out on the shelves
- Gone through every movie in the library to determine whether ones missing had been checked out or discarded
- Charged, updated and installed a free e-reader app to the library tablets.

### 7. Report of The Chair:

- The library board will discuss plans on reopening after the hall is back open.
- A Norton security scam is being sent to the library as a bill, it is fake and should not be responded to.
- Judy Zilney has taken a leave of absence, and the CEO/Librarian position is currently being filled by Lexi Rivett

**8. Financial Reports:**

**Bottles and donations-**\$9,941.48 total

**Bottles**

July	\$1455.00
December	\$1535.00
June	\$1925.00
May	\$1036.30
April	\$69.60
April	\$216.40
September	\$2880.00

**Bell Mobility;** \$72.26/Month

A Discussion was held in regards to the auditor's report and the questions raised by the board will be brought back to the next council meeting. Fran Kelly-Chamberlain will be bringing it up at the next council meeting that a discussion be held with the auditor regarding if we are still responsible for the cenotaph and also why it is showing up on our books. She will also be asking that we clarify with the auditor what they mean by that we are doing our budget incorrectly

**9. Correspondence:** None to review

**10. Policies:** None to Review

**11. New Business: Fall Treats-**Betty Condie is selling fall jams/jellies/Vinegar.

**Puzzle sales-** puzzles that have been donated to the library will be posted for sale by donation.

**12. Report of the Projects:**

The bottle drive is going well but will soon have to come to an end due to colder weather. In total so far donations and the bottle drive have raised \$9,941.48

**13. Questions and Answers;**

**14. Adjournment:** **Resolution #3:** It was moved by Betty Condie, Seconded by Catherine Sutherland that the meeting adjourn at 11:00 am. To meet again on October 12th at 10:00 a.m.