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NOVEMBER 21, 2002 - MINUTES
NAN BOOTHBY MEMORIAL LIBRARY

PRESENT

Cheryl Severns - Chair
Jack Tennant - Vice Chair
Dick Broatch - Trustee
Troy Adams - Treasurer
Lesley Morasch - Secretary
Murray Mitchell - Trustee
Maura Maguire - Trustee
Judy Stewart - Trustee
Truper Mcbride - Trustee (Replacement for Judy Stewart's Trustee position)
Adrien Dalwood - Librarian

1. Call to order - 1910 hrs.

2. Approval of the agenda.
   MOTION: To approve the agenda of November 21, 2002 - Truper Mcbride.
   SECONDED: Troy Adams.
   ALL IN FAVOUR

3. Adopting of the minutes.
   MOTION: To adopt the minutes of October 17/02 - Troy Adams.
   SECONDED: Jack Broatch.
   ALL IN FAVOUR

4. WESTERN HERITAGE CENTRE REPORT.

Judy Stewart introduced Brenda (Municipal Clerk). Brenda presented a short information session on the pros of re-locating the Municipal Buildings to the WHC. The vote for relocating or not will take place December 02/02.
At the end of the presentation Judy advised all the Truper McBride will be replacing her until further notice as a board trustee. Judy will still be working with Cheryl on the Policy and Procedure Manual.

5. Business arising from the minutes.

A). PROTOCOL FOR 'GUESTS".

Points in "C" public enquiries. If we adopt a permanent copy will be placed so that everyone can see.

MOTION: Approve Protocol for guests - Lesley Morasch.
SECONDED: Maura Maguire
ALL IN FAVOUR

B). COLLECTION DEVELOPMENT

Murray Mitchell is continuing to develop the "Users" survey and will bring this to the Collections Meeting in January before the January Board meeting.

Troy Adams will bring his insurance findings also to the Collections Meeting in January.

C). PLANNING POLICIES

Cheryl, Truper, Judy and Adrien will work together and continue to update at the Board meetings.

5. REPORTS

A). STRATEGIC PLANNING

Troy Adams requested that board members review and possibly add some changes to the NBML Mission Statement. This will be discussed at the January meeting.

B). LIBRARIAN

"Supernet Project" - this is a government initiative and should be installed at the NBML in the Spring of 2003. The cable infrastructure is already in the library and this project will enable super speed internet access. The library will continue with Shaw until the arrival of "Supernet".

Adrian Dalwood has created a new library website and as of November 21/02 has had 2300 hits. NBML is able to accommodate on-line reserving of books. A province wide link to all libraries is now available. Cochrane Computer and Tremar Computers has been assisting Adrien with the website set-up. An outstanding job was done by Adrien with this project.

Computer One-on-One is sold out for this year. It will be re-evaluated for January.

Adrien will continue to search for any information that may determine if there are any conditions applied to the loaning of the CNIB Talking Books. i.e. is there a fine for overdue books? It was also brought to the attention of the board that these tapes are deteriorating and there is not a replacement program.

The Reference Area was re-organized by the library staff who developed a very efficient section.

Traffic Report - see report hand out.

The "Writer in Residence" program has been loaned $2500.00 that will be paid back with the Canada Council Grant.

Christmas and New Years Eve hours fall on a Tuesday. The hours will be reduced to Sunday hours which are 1000 - 1500 hrs. The staff agreed that those who were scheduled to work those hours will be working those days.

C). BUILDING REPORT

The fire panel has a light that intermittently flashes and beeps sometimes during the hours in which the library is closed. The supplier of the panel cannot figure out the problem. Adrien will get some costs on replacing this panel.

D). TREASURER'S REPORT

The Budget will be reviewed by town council at the month. Approval would be the second Monday in December.

Troy Adams will present the budget in January to the "Friends".

The Simply Accounting Electronic Books was reviewed by the board members.

Troy will hire, on a monthly basis, for a year, Databridge Accounting Firm to review the monthly statements and help modify the accounting procedures as need be. The cost will be approximately $250.00 - $300.00 /month.

MOTION: To hire Databridge Acct. Firm for monthly training, recommendation, basic bookkeeping and any additional projects. - Troy Adams.
SECONDED: Dick Broatch
ALL IN FAVOUR

Troy also suggested that a review could be conducted on the legal fees and a report submitted. This is estimated to take between 3 to 5 hours. Jack added that there could be a chronological tracking of events for legal fees and Troy felt a draft report could address that concern. It would take approximately 7 to 10 hours to complete both of these issues.

MOTION: To hire the accounting firm to investigate and report on legal issues over the past 2 years. - Troy Adams
SECONDED: Maura Maguire
ABSTAINED: Murray Mitchell

MOTION: Approval to approve the Treasurer's Report - Jack Tennant.
SECONDED: Truper Mcbride
ALL IN FAVOUR

E). FRIEND'S REPORT

Dick Broatch reports that the quote for the display cabinet should be available withing the next three weeks.

The NBML needs a new flag. Adrien will look into alternatives in displaying the flag so that it is not torn to shreds by the wind. Jack Tennant suggested that the Rotary Club may be interested in supplying the flag

Adrien attended the Annual General Meeting of the "Friends". The following was reported

- current executive will remain in place
- great success in the book sale - $950.45
- Christmas Party will be held at 1730hrs on Dec. 06/02 at the library - invitations will be handed out by Adrien. The "Friends" will look after the catering etc.
- recognition to past board members will be made at the Christmas Party - Cheryl Severns will arrange for gifts to be presented.

MOTION: To go In Camera - Truper Mcbride
SECONDED: Troy Adams
ALL IN FAVOUR

MOTION: To move out of Camera - Truper Mcbride
SECONDED: Troy Adams
ALL IN FAVOUR

6. ADJOURNMENT

MOTION: To adjourn the meeting at 2200 hrs. - Truper Mcbride
SECONDED: Troy Adams
ALL IN FAVOUR

Lesley Morasch