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OCTOBER 17, 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  
Adrien Dalwood - Librarian

ABSENT

Maura Maguire - Trustee  
Judy Stewart - Trustee

1. Call to order - 1900 hrs.

2. Approval of the agenda.

MOTION: To approve the agenda of October 17/02 - Troy Adams

SECONDED: Dick Broatch

ALL IN FAVOUR

3. Adopting of the minutes

MOTION: To adopt the minutes of September 19/02 - Murray Mitchell

SECONDED: Cheryl Severns

ALL IN FAVOUR

4. Business arising from the minutes.

A). VERITAS - WEBSITE

Eric Dieter presented alternative and recommendations for the NBML website.

B). COLLECTION DEVELOPMENT

Adrien Dalwood supplied all members with a collection analysis. Murray Mitchell will discuss at the next collections meeting the development of a survey to determine what type of books the public would like the library to purchase. It was noted that insurance does not cover the replacement cost but the cost of an item at the time of purchase. Troy Adams will consult with insurance companies for details. Adrien was commended by all member of the Collection Development Committee for his excellent research and presentation of the "Dewey Decimal System" and also for his Collection Analysis.

C). PLANNING POLICIES

Cheryl and Judy are continuing to work on the revisions of the policies.

D). COMMITTEE CHAIRS - TERMS OF REFERENCE

1. Executive - ongoing.
2. Audit and Financial Planning - See handout (Troy).
3. Policy and Procedures - ongoing (Cheryl and Judy).
4. Marketing - ongoing (Jack, Dick and Lesley).
5. Building - ongoing (Cheryl and Judy).
6. Collection - ongoing (Murray).
7. Strategic Planning - see handout from Troy. Troy also suggested updated from time-to-time.

Key initiative for the Committees will be discussed on a monthly bases (under reports).

5. REPORTS

FINANCIAL - Troy reviewed the report with the members. Lanna is developing a program for financial accounting. Troy will discuss a maintenance contract with Lanna for the next six months. Jack suggested that a GST file back be implemented for the purchase of this, which would entitle the library money from the federal government.

LIBRARIAN - Adrien reviewed the report with the members and requested the board approve the promotion of C.P. and to remove from probation.

MOTION: To approve the promotion of C.P. - Dick Broatch

SECONDED: Jack Tennant

ALL IN FAVOUR

MOTION: To remove C.P. from probation - Murray Mitchell

SECONDED: Dick Broatch

ALL IN FAVOUR

The position for "Library Clerk I" will be posted by Adrien.  
Adrien and Murray will be attending a symposium on the "Supernet".

The "Writer In Residence" is partially funded by the "Friends". If the funds for this are met by the library for two years the library will then qualify for a grant for the Canada Council.

"Computer One on One" will again be offered by a local volunteer beginning around the end of October until Christmas. This introduces those who have had little or no experience, to the wonderful world of computers.

Lest We Forget - the library will be sponsoring a wreath again this year which will be displayed in the lobby. The Lions will present this at the Remembrance Ceremony at the Cemetary on November 11<sup>th</sup>.

Traffic Report - see handout for January.

FRIENDS REPORT - Dick reports that he is waiting for a quote for the display cabinet. Wendy has completed the sorting of all the books for the upcoming Book Sale. The young people that are going to assist with the organizing of the Book Sale will be paid with a delicious sub sandwich for all their hard work and effort. Wendy advised the Ann Pederson will be recognized at the Volunteer Christmas Party which is usually held on the first Friday in December.

#### 6. NEW BUSINESS

- Needs assessment tabled
- Veritas - completed
- Christmas and New Years Eve days off - traditional ½ day. Possible staff appreciation? Murray suggests going back to the contact for verification. Troy suggested to run Sunday hours on the 24<sup>th</sup> and 31<sup>st</sup>. (1300-1700). Tabled until next meeting.
- Banked holiday time - paid out? This was not covered in the Collective Agreement.
  - 1). Carry over - lose before the end of the year
  - 2). Paid out?

MOTION: There will be no carry over of holiday time, this will be paid out at the end of the year. - Troy Adams

SECONDED: Murray Mitchell  
ALL IN FAVOUR

- Christmas Party for staff and volunteers. Adrien suggested that the library would contribute the funds to the "Friends". Wendy advised that the "Friends" will organize the Christmas Party - held the first Friday in December.

MOTION: \$500.00 be given to the "Friends" to organize the Christmas Party.  
- Jack Tennant

SECONDED: Lesley Morasch  
ALL IN FAVOUR

#### 7. IN CAMERA SESSION

#### 8. ADJOURNMENT

MOTION: To adjourn the meeting at 2240 hrs. - Cheryl Severns

SECONDED: Lesley Morasch  
ALL IN FAVOUR

*Lesley Morasch*  
*[Signature]*