

MARCH 20, 2003 – MINUTES
NAN BOOTHBY MEMORIAL LIBRARY

PRESENT

Cheryl Severns – Chairperson
Jack Tennant – Vice-Chairperson
Troy Adams – Treasurer
Lesley Morasch – Secretary
Dick Broatch – Trustee
Moira Maguire – Trustee
Judy Stewart – Trustee
Murray Mitchell – Trustee

1. Call to order 1930 hrs.

MOTION: Cheryl Severns
SECOND: Lesley Morasch
ALL IN FAVOUR

2. Approval of the agenda.

MOTION: Moira Maguire
SECOND: Dick Broatch
ALL IN FAVOUR

3. Adoption of the minutes from February 20, 2003.

MOTION: Troy Adams
SECOND: Lesley Morasch
ALL IN FAVOUR

4. Business arising from the minutes.

Adrian reports that the library does not have insurance for those volunteering under the age of 17. This is a collective town policy. Dick Broatch will arrange for a waiver for any students volunteering from the High Schools.

The premium increase for added insurance to the contents of the library would be approximately \$40.00. Adrian will contact Ms. Mueller from the town for the actual cost.

It was agreed by all members that the Town would receive a copy of the monthly financial report, the library report and the minutes of the trustee meetings.

5. Reports

a. Treasurers Report – Troy Adams

*See attached balance sheet.

Lana has assisted the auditors this year and will present findings to the board members then forward the “audit financials” to the Town.

b. Strategic Planning Report – Troy Adams

No report.

c. Collection Committee Report – Murray Mitchell

It was discussed that three library members, the librarian and a member of the “Friends” would make up the Collection Committee.

MOTION: Adopt terms of reference for the Collection Committee – Judy Stuart

SECOND: Troy Adams

ALL IN FAVOUR

Murry Mitchell reports that from the meeting of the Collection Committee a decision needs to be made on what is to be done with the CNIB collection, given the options.

MOTION: Dispose of the “books” by returning them to the CNIB as defined by their rules – Jack Tennant.

SECOND: Lesley Morasch

ALL IN FAVOUR – NO

- Murray Mitchell opposed.

It was decided that the three members from the Board that will work on the Collections Committee are Moira Maguire, Murray Mitchell (chair) and Truper McBride.

d. Building Report – Adrian Dalwood.

No report.

e. Librarian’s Report

Adrian reports that Lloyd Myers has taken a leave from the Library and is scheduled to return until June 01, 2003. Lloyd will remain as shop steward. During his absence a private firm has been hired on a limited term temporary basis.

MOTION: To approve the leave of absence for Lloyd Myers. Murray Mitchell

SECOND: Jack Tennant

ALL IN FAVOUR

Kathleen Farmer will be the Library's page from March 14 to June 01, 2003 at \$7.66 per hour.

MOTION: Approval of the hiring of the Library page at the rate of \$7.66/hr. – Murray Mitchell

SECOND: Jack Tennant

ALL IN FAVOUR

This year the "Friends" will be having their used book sale in the Boardroom of the Library during May 24 through May 30. Dick Broatch will arrange for some students to assist in stacking the books.

f. Friends Report – Jack Tennant

No report.

Murray Mitchell will advise the "Friends" of the Collection Committee.

g. Fund Raising Report – Jack Tennant

No report.

h. Town Report – Judy Stuart

Judy will pass along to the Town via Truper McBride that they will be receiving a copy of the Library's quarterly report ~~on a monthly basis~~. She has requested that a financial report be sent to her monthly.

Truper McBride is working on a project called "Wired West" this will improve the capability of Internet use between the Town and the citizens of Cochrane.

Adrian will assist Truper in providing information relevant to the Town and the Library.

i. Policy and Procedure Report – Judy Stuart

The board members were given a copy of the revised Policy and Procedure manual thus far that Judy has been working on. The members are to review and discuss with Judy at their convenience.

MOTION: Judy Stuart to continue updated the Policy and Procedure Manual. Judy Stuart.

SECOND: Jack Tennant

ALL IN FAVOUR

NEW BUSINESS

Easter – Adrian Dalwood.

MOTION: The Library will close Easter Sunday. – Jack Tennant

SECOND: Judy Stuart

ALL IN FAVOUR

Shirley's Computer - Adrian Dalwood.

Adrian reports that Shirley's computer is grinding away and has become inefficient. Tremar computers would be able to upgrade for about \$200.00.

MOTION: Upgrade Shirley's computer. – Troy Adams

SECOND: Judy Stuart

ALL IN FAVOUR

Rotary Club – Troy Adams

Troy requested use of the Library's Boardroom for 3 to 4 hours the evening of March 31/03. This is a kick-off for "Polio Week". There will be presentations in how polio can be eradicated from the earth.

MOTION: Rotary Club to be given permission the use the Boardroom and have access to the Library on the evening of March 31, 2003. - Troy Adams

SECOND: Moira Maguire

ALL IN FAVOUR

It was discussed that a procedure should be put in place. Moira Maguire will bring forward guidelines for use of the Library's facilities. Adrian added that each request would also be brought forward to the Board for consideration.

CORRESPONDENCE

A letter from Tim O'Leary was received requesting that a committee be formed from the Board members to represent CUPE members concerning benefits for the 2003-2004 agreement. Cheryl Severns will respond to this letter.

Troy Adams strongly encouraged the Board to seek legal counsel and perhaps have a labour lawyer review the existing contract.

MOTION: The board go "In camera" – Troy Adams

SECOND: Murray Mitchell

ALL IN FAVOUR

MOTION: The board come "Out of Camera". – Jack Tennant
SECOND: Judy Stuart
ALL IN FAVOUR

MOTION: To adjourn the meeting at 2130 hrs. – Judy Stuart.
SECOND: Troy Adams
ALL IN FAVOUR

Lesley Morasch