

SEPTEMBER 18, 2003 – MINUTES NAN BOOTHBY MEMORIAL LIBRARY

PRESENT

Maura Maguire – Chairperson  
Lesley Morasch – Secretary  
Troy Adams – Treasurer  
Dick Broatch – Trustee  
Truper McBride – Trustee  
Murray Mitchell – Trustee  
Adrian Dalwood – Librarian

ABSENT

Jack Tennant – Vice Chairperson

1. Call to order – 1910 hrs.

2. Approval of the agenda

Motion: to approve the agenda – Truper McBride  
Second: Lesley Morasch  
All in favour.

3. Adoption of the minutes

Motion: to adopt the minutes – Truper McBride  
Second: Troy Adams  
All in favour.

4. Business arising from the minutes.

a). Application Approval for Board Members – Adrian Dalwood

Adrian presented the applications thus far for new board members. These applications were reviewed and a letter will be sent our asking the applicants to attend our next board meeting on October 16, 2003. Applications are still being accepted for the two vacant positions.

Motion: to discuss further in the In Camera session applicants for the board positions – Truper McBride  
Second: Dick Broatch  
All in favour

b). Update on Board Room Project – Dick Broatch

Dick advised that Buds Office Furniture has the rectangular modular table components available and are waiting for the semi-circle modular components to complete the desired boardroom table. Dick is waiting for a final quote from Buds and then will get at least two other quotes from different suppliers before purchasing the table and chairs. The new paint job looks great and the white board will come in very handy.

*Maura Maguire*

*Lesley Morasch*

*Oct. 16/03*

5. New Business – none.

6. Reports

a). Treasurer's Report – Troy Adams

Troy reminded us all that negatives are bad and positives are good so with that in mind it looks as though we are doing very well and are right on target with our budget.

Total Assets ..... \$140,308.15  
Total Liabilities.. (\$ 22,160.72)

Total equity ..... \$162,468.87

Motion: to accept the Treasurer's Report – Dick Broatch

Second: Truper McBride

All in favour

b) Strategic Planning Report – Troy Adams

Troy presented our goals and objectives for this upcoming year along with our Strategies and Key Initiatives. One of our prime initiative will be the "Marigold System", which would allow the patrons access to libraries within the same system throughout Alberta. After this has been thoroughly reviewed and accepted the implementation date could be ready in the fall of 2004. The "Marigold System" can be supported by the Library's budget. Adrian will confirm that Calgary Public Library uses this system.

Motion: to accept the Strategic Plan with amendments – Truper McBride

Second: Murray Mitchell

All in favour.

c). Collections Committee Report – Murray Mitchell

None.

d). Building Report – Adrian Dalwood

Adrian reports that the town is on call 24/7 for any alarms or emergencies at the library. Each of the Board Members was given an updated contact list.

e). Librarian's Report – Adrian Dalwood

The Summer Reading Program was a great success being the best-attended program to date. The Lois Hole Legacy Program acknowledges donated books to the library by affixing a sticker in the book. The Library survey was completed August 09/03 and the

findings will be analyzed. The new fall season will offer once again Computer One on One which will include Saturday sessions. Our next CHAPS event will highlight Education in Cochrane. There will also be a story time and craft hour as well as a drop-in story time. The Cochrane Crafters will be setting up their handy work in the library on September 20, 2003. Adrian gave a copy of the "Writers In Residence Report" to each board member.

Motion: to accept the Writers In Residence Final Report – Truper McBride

Second: Troy Adams

All in favour.

Motion: to acknowledge the "Friends of the Library" and thank them for their invaluable help during the past year – Truper McBride.

Second: Troy Adams

All in favour.

f). Friends Report – Jack Tennant, Dick Broatch

At this time Margaret Peach from the "Friends" spoke to the board members. The "Friends" members require some new blood so to speak to help them with fund raising throughout the year. The members have been working very hard of late and are looking for solutions to their dilemma. Without new members the "Friends" may have to disband which would affect additional funding for the library. Margaret also suggested that the library requires some signage to direct people to the Library's location. Truper McBride will ask the town about this. The November CHAPS presentation will be "Services Within the Community", which of course includes the library. Any archived material/pictures should be directed to Margaret.

"How can we help the Friends"? Each board member will give some thought to this and present them at the next Board Meeting.

g). Fund Raising Report – Jack Tennant, Dick Broatch

None.

h). Town Report – Truper McBride.

None.

i). Policy and Procedure Report – none. This is an ongoing process.

Maura suggests that a review of the committees be completed.

j). Correspondence – Adrian Dalwood.

None.

Motion: to move "In Camera" – Truper McBride.

Second: Troy Adams

All in favour.

Motion: to move "Out of Camera" – Truper McBride

Second: Troy Adams.

All in favour.

Motion: to accept the budget report with the amendments discussed – Troy Adams

Second: Dick Broatch

All in favour.

9. Adjourn – 2245 hrs.