

JANUARY 22, 2004 – MINUTES
NAN BOOTHBY MEMORIAL LIBRARY

PRESENT

Maura Maguire – Chairperson
Troy Adams – Treasurer
Lesley Morasch – Secretary
Dick Broatch – Trustee
Murray Mitchell – Trustee
Adrian Dalwood - Librarian
Jack Tennant – Vice Chairperson

ABSENT

Truper McBride – Trustee, Town

1. Call to order – 1900 hrs.
2. Approval of the agenda –
MOTION: Troy
SECOND: Dick
ALL IN FAVOUR
3. Adoption of minutes –
MOTION: Troy
SECOND: Lesley
ALL IN FAVOUR
4. BUSINESS ARISING FROM THE MINUTES:
 - a) Marigold – Murray Mitchell

Murray suggested that another meeting with Marigold be held. Marigold has offered their expertise in managing a budget to include the cost of Marigold. The Okotoks Librarian has offered to come to speak to the board and give her views and experiences with the Marigold System. Several questions were answered such as the library patron can order books from home to be picked up from the Cochrane Library. Desk position becomes busier. Technical books and manuals are more available. Marigold will assist our librarian in creating a buying plan. This would take our selection from 30,000 to 2,000,000. Murray will also talk to Crossfield Library to see why they pulled out of the Marigold System. Troy offered forth a commitment by the board to close the Marigold System Issue by the end of June 2004.

b) Sunday Staff Brunch – Adrian Dalwood

The cost for the brunch was approximately \$25.00 per plate, total cost being \$1,250.00. From the feedback received everyone was delighted with the location and appreciated the time of year that it was held.

5. NEW BUSINESS

a) Writer in Residence Program – Adrian Dalwood

The Writer in Residence offers direction and support for many budding authors in the Cochrane Area. The Alberta Foundation for the Arts has refused our request this year (3rd year) to fund \$9,000.00 of the \$13,500.00 required. Their reason being that it is not their mandate to fund on going programs. The “Friends” have already donated \$4,500.00 to the program and have graciously offered another \$4,500.00 to help keep the program going until the end of July 2004. Adrian requested that the board approve the other \$4,500.00 to maintain the program.

MOTION: The Library Board will match the second contribution made by the “Friends” to continue with this program. (\$4,500.00) – Troy Adams.

SECOND: Dick Broatch

ALL IN FAVOUR

b) Jasper Conference – Adrian Dalwood

The theme of this year’s library conference is ‘MAKE YOUR LIBRARY VISIBLE’. It will be held in Jasper from April 20 through May 02, 2004. Guest speakers will include, Stewart McLean of CBC fame and the well known author Jane Urquart. Adrian has booked three rooms and as in years before the librarian, a board member and a staff member will be attending.

MOTION: Three representatives be sent to the Jasper Conference. – Troy Adams

SECOND: Dick Broatch

ALL IN FAVOUR

c) Lana Murray – Royal Bank. – Adrian Dalwood

Adrian requested from the Board Members that Lana (accountant) have access to information from the bank for accounting purposes.

MOTION: A letter be submitted to the bank giving permission to Lana Murray to access the Library’s banking information for accounting purposes only. – Murray Mitchell

SECOND: Jack Tennant

ALL IN FAVOUR

6. REPORTS

a. Treasurer's Report – Troy Adams

Troy reviewed the Treasurer's Report with the Board Members. See copy of Treasurer's Report.

MOTION: To move \$50,000.00 into a Prime Link cashable GIC (1.75%). – Troy Adams

SECOND: Dick Broatch

ALL IN FAVOUR

MOTION: To accept the Treasurer's Report – Dick Broatch

SECOND: Murray Mitchell

ALL IN FAVOUR

b) Strategic Planning Report – Troy Adams.

A suggestion was made by Troy for the Board to consider that the goal/objectives of the Strategic Plan be tied to the Librarian and the library staff.

c) Collection Committee Report – Murray Mitchell.

Murray gave to Adrian several booklets listing recourse material for the Calgary Board of Education in their French Immersion schools. The material is "En Francais".

TAL Card has supplied Murray with a fee membership and member's fees, along with the conditions for Membership. A copy has been given to Adrian and he will review this with the Board at the next meeting.

A discussion concerning Collections money to be spent on local supplies arose. Because it has proven not to be cost effective and that the Board's responsibility is to spend money as prudently as possible it was decided that no particular percentage of funds be set aside for local purchases.

A report will be submitted by Adrian on the additions and collections to the library and how these relate to the survey conducted mid 2003.

MOTION: To accept the Collections Report – Troy Adams

SECOND: Lesley Morasch

ALL IN FAVOUR

d) Building Report – Adrian Dalwood

The Cochrane Fire Department presented three citations to the Library. All of which have been resolved. The library requires some more rotating storage shelving as they have run out space for CD's, paperbacks, etc.

MOTION: To purchase at a cost of \$2,058.00 plus GST each, two rotating shelving units. – Dick Broatch

SECOND: Troy Adams

ALL IN FAVOUR

Adrian reports that a new computer monitor was purchased. This replaced one that had caught on fire – cost \$300.00

MOTION: To accept the Building Report – Murray Mitchell

SECOND: Troy Adams

ALL IN FAVOUR

e) Librarian's Report

Two new patron computers have been installed. Computer One on One instructors have created an online tutorial. Adrian will present a report in June on the progress of the Library's Web Page. See Librarian's Report.

MOTION: To accept the Librarian's Report – Lesley Morasch.

SECOND: Dick Broatch

ALL IN FAVOUR

f) Friend's Report – Jack Tennant – none.

g) Fund Raising Report – Jack Tennant – none.

h) Town Report – Dick Broatch for Truper McBride – none.

i) Policy and Procedure Report – Maura Maguire.

The Policy and Procedure Committee shall meet one Saturday per month to update the documents. These documents will be presented to the Board for their approval. This will be done on an ongoing basis.

7. CORRESPONDENCE.

Maura has received from the Glen Haven Condo Committee a complimentary letter with regards to the boardroom.

Maura also received a letter from CUPE asking the Board to open negotiations as they had forgotten to do this and will not have another opportunity to do so until September 2004. The Board has decided to respect the contract as written.

MOTION: To write a letter to CUPE in response to their letter asking us to open negotiations. The letter will state that the Board will respect the contract as written and not open negotiations. – Troy Adams

SECOND: Jack Tennant

ALL IN FAVOUR

MOTION: To go in camera at 2126 hrs. – Troy Adams
SECOND: Jack Tennant
ALL IN FAVOUR

MOTION: To come out of in camera at 2200 hrs. – Troy Adams
SECOND: Lesley Morasch

8. Adjourn.

MOTION: To adjourn at 2210 hrs. – Troy Adams
SECOND: Dick Broatch
ALL IN FAVOUR

Board Chair

Secretary