



Nan Boothby Memorial Library
405 Railway Street West
Cochrane, Alberta T4C 2E2
cochranepubliclibrary.ca

Cochrane Library Board Minutes



April 20th, 2006

PRESENT

Mr. Murray Mitchell – Chair
Mr. Adamo Cocuzzoli – Vice-Chair
Ms. Gail Hood – Treasurer
Mr. Nicholas David – Acting Secretary
Ms. Mary Lou Davis – Town of Cochrane Rep.

Mr. Adrian Dalwood – Librarian

ABSENT

Mr. Dick Broatch – Secretary

1. **Call to order** – 1929 hrs.

2. **Approval of agenda**

A motion was made by **Mr. Cocuzzoli** to accept the agenda of the April 20th meeting.

SECOND: **Mr. David**

ALL IN FAVOUR

3. **Adoption of minutes**

A motion was made by **Ms. Davis** to accept the minutes of the March 16th, 2006 meeting

SECOND: **Mr. Cocuzzoli**

with the following corrections:

Item 3. A motion was made by Mr. David to accept the minutes of the February 16th, 2006 meeting with the following corrections:

Under item 4c of the February 16th minutes: There are several changes to the fees structure (not listed as they were superseded by later decisions recorded in the March 16th minutes).

Under item 4c: The paragraph beginning *An Ad Hoc...* was rephrased as follows:
An Ad Hoc committee... was struck to review the implementation of these new membership fees.

Under item 6f, the sentence beginning *Mr. David requested* was amended to read *Mr. David requested that front desk staff make a hard copy of membership transactions.*

ALL IN FAVOUR

4. **Business arising from the minutes**

a) Fines and Borrowing Limits bylaws – Mr. Dalwood
The Librarian reported that the new fines has gone into effect on March 1st.

5. New Business

No new business.

6. Reports

a) **Treasurer's Report** – Ms. Hood

Ms. Hood presented her report noting that new administrative procedures to prevent double billings by suppliers were under review, as is the purchase of a point-of-sale cash register. She will bring written recommendations to the next Board Meeting.

A motion was made by **Ms. Hood** to accept the Treasurer's report.

SECOND: **Mr. Cocuzzoli**

that \$65,000 listed in her report under Assets as (Due (to) from other funds) and which properly formed part of Capital Assets be inveted in a 6 month GIC and that the remaining \$12,928.09 under the same head be transferred to capital.

ALL IN FAVOUR

b) **Strategic Plan Report**– Mr. Dalwood

No report.

c) **Collections Report** – Mr. David

A motion was made by **Mr. David** to accept the revised Materials Selection Policy.

SECOND: **Ms. Hood**

ALL IN FAVOUR

Mr. David also reported that the Collections Committee had met to consider use of the one time Library Services Grant for the purchase of a reference collection. The Collections Committee will present a formal recommendation to the next Board Meeting.

d) **Building Report** – Mr. David

Mr. Dalwood reported that Rick Schaeffer has informed him that the Town had dedicated \$20,000 to maintenance of the Library and that this would be used initially for repainting. It was agreed to investigate the use of any funds left over from the painting for refurbishing the damaged tiled floor of the main office, this being considered a priority.

e) **Fund Raising Report** – Ms. Hood

Ms Hood and Mr. Mitchell reported that various fund raising occasions were under consideration including a wine tasting and a gala film weekend. Ms. Davis noted that the Library could make use of opportunities provided by various Town celebrations. A target of \$12,000 was suggested with shelving a priority for funding.

f) **Librarian's Report** – Mr. Dalwood

The Librarian presented his *Traffic Report*.

g) **Policy and Procedure** – Mr. Cocuzzoli

A motion was made by **Mr. Cocuzzoli** to accept policies 4.2.1., 4.2.4 and section 11 bylaws with minor editorial corrections.

SECOND: **Ms. Davis**

ALL IN FAVOUR

h) **Personnel Report** – Mr. Dalwood

The Librarian reported recent staff changes: the retirement of Elizabeth Wesseling; the appointment of Lesley Morasch as Technical Services Assistant; and the hiring of Mary Murray as Public Services Clerk.

Mr. Mitchell noted that Dinner had been a success and that those staff members (Elizabeth Wesseling) and trustees (Maura Maguire and Troy Adams) who were resigning has been appropriately thanked for their conscientious service.

i) **Town of Cochrane Report** – Ms. Davis

Ms. Davis reported that Town Council was awaiting the Trustees' recommendations regarding the single applicant of the Library Board. Mr. Dalwood has been as yet unable to make contact.

A motion was made by **Mr. Cocuzzoli** to accept the reported listed above.

SECOND: **Ms. Hood**

ALL IN FAVOUR

7. **CORRESPONDENCE**

None

8. **In Camera**

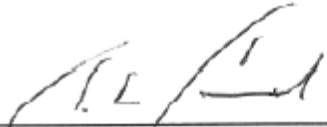
None

9. **Adjournment**

A motion was made by **Ms. Davis** to adjourn the meeting at 2128 hrs.

SECONDED: **Mr. David**


ALL IN FAVOUR



Signature

JUNE 15, 2006

Date



Signature

JUNE 15/06

Date