



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

Cochrane Library Board Minutes



September 21, 2006

PRESENT

Mr. Adamo Cocuzzoli – Chair
Ms. Christina Kreiser, Vice-Chair
Mr. Richard Broatch – Secretary
Mr. Murray Mitchell
Mr. Nicholas David
Ms. Mary Lou Davis
Ms. Paula Grewar – Staff
Mr. Adrian Dalwood – Librarian

ABSENT

Ms. Gail Hood – Treasurer
Ms. Sarah Wright-Leete

1. **Call to order** – 1905 hrs.

2. **Approval of agenda**

A motion was made by **Mr. David** to accept the agenda of the September 21st meeting.

SECOND: **Ms. Davis**

ALL IN FAVOUR

3. **Adoption of minutes**

A motion was made by **Mr. David** to accept the minutes of the June 15th, 2006 meeting.

SECOND: **Ms. Kreiser**

ALL IN FAVOUR

4. **Business arising from the minutes**

a) **Sunday Closure**

Mr. Dalwood presented a traffic report with a recommendation to maintain Sunday closure. Ms. Davis felt more study was needed before a decision was made. Mr. Cocuzzoli indicated a need for July and August figures. The Chairman asked for Ms. Grewar's input. Ms. Grewar stated that the numbers do not actually reflect the gain or loss in patronage.

A motion was presented by **Ms. Davis** for a full 12 month traffic report before any decision on the continuation of Sunday closure be made.

SECOND: **Mr. David**

ALL IN FAVOUR

5. **New Business**

a) **Appointment of New Vice-Chair**

Ms. Kreiser was nominated, accepted, and unanimously approved.

b) **Marigold**

Ms. Davis submitted Theresa Turner's presentation on Marigold for the Board's perusal.

c) **Board Committees**

A motion was made by **Mr. Mitchell** to accept the board committees as filled by board selection.

SECOND: **Ms. Davis**

ALL IN FAVOUR

d) **Budget**

A budget must be submitted to the Town of Cochrane by October 13th. Discussion followed regarding formulating a draft budget.

A motion was made by **Mr. Mitchell** to have the budget committee present the draft budget at a special meeting on October 3rd.

SECOND: **Mr. Broatch**

ALL IN FAVOUR

e) **Strategic Plan**

The Planning Committee is still in the process of defining goals. A further meeting is planned for September 28th.

f) **Bylaw Approval Needed**

A motion was made by **Mr. David** for second reading of the library bylaws.

SECOND: **Mr. Broatch**

ALL IN FAVOUR

A motion was made for third reading of the library bylaws by **Ms. Kreiser**.

SECOND: **Mr. Mitchell**

ALL IN FAVOUR

g) **Net Speed Conference**

Mr. Dalwood requested board's approval for attendance at the conference.

Mr. Broatch moved to approve Mr. Dalwood's attendance and to cover the registration costs totalling \$318.00.

SECOND: **Ms. Kreiser**

ALL IN FAVOUR

h) **Job Descriptions**

Clarification was given for certain questions posed by various board members.

The job description documents to be reviewed and presented for board approval at the November meeting.

6. Reports

a) **Treasurer's Report** – Mr. Dalwood

Discussion on the report centered on whether or not the library will have a budget shortfall. If this is the case, what steps must be taken in order to balance the budget. Mr. Dalwood informed the board that a 10% increase in the budget is needed in order to maintain the present level of programs and service.

A motion was made by **Ms. Davis** to have the budget committee review the requirements for the final quarter and make recommendations for balancing by October 3rd.

SECOND: **Mr. Mitchell**

ALL IN FAVOUR

d) **Building Report** – Mr. David

The library will be closed from November 11th until November 20th for repainting of the building's interior walls and carpeting of the backroom floor.

Ms. Davis moved that the personnel committee look at options for staff during this week.

SECOND: **Ms. Kreiser.**

Ms. Kreiser will attend a staff meeting to propose some ideas.

ALL IN FAVOUR

Mr. David absented himself at 2130 hours due to a time commitment.

Ms. Davis moved to accept the reports as presented.

SECOND: **Mr. Mitchell.**

Mr. Cocuzzoli moved to table the remaining items until next meeting.

SECOND: **Mr. Mitchell.**

ALL IN FAVOUR

7. **CORRESPONDENCE**

None

8. **In Camera**

None

9. **Adjournment**

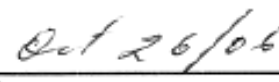
A motion was made by **Ms. Davis** to adjourn the meeting at 2145 hrs.

SECONDED: **Ms. Kreiser**

ALL IN FAVOUR



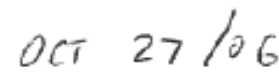
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