



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

# Cochrane Library Board Minutes



February 15, 2007

**PRESENT**

Mr. Adamo Cocuzzoli, Chair  
Ms. Barbara Blackmore, Vice-Chair  
Ms. Gail Hood, Treasurer  
Mr. Richard Broatch, Secretary  
Mr. Nicholas David  
Mr. Michael Warman  
Ms. Sarah Leete  
Ms. Mary Lou Davis

**ABSENT**

Ms. Mary Anne Rossetti

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## 1. Call to order

1907 hours

## 2. Approval of the agenda

A motion was made by **Mr. Broatch** to approve the minutes of the January 25<sup>th</sup>, 2007 meeting with the following amendment: **Mr. David** requested that *Fines Revisited* be placed as an agenda item at *Item C: New Business*.

ALL IN FAVOR

## 3. Adoption of the minutes

A motion was made by **Mr. David** for the approval of the February 15<sup>th</sup>, 2007 minutes.

SECOND: **Mr. Warman**

ALL IN FAVOR

## 4. Business arising from the minutes

### a) Union contract negotiations

**Ms. Blackmore** presented the board with the negotiated contract. Discussion followed. A correction was made to an item on page 25 of 38 changing January 1<sup>st</sup>, 2007 to January 1<sup>st</sup>, 2008.

A motion was made by **Mr. David** to accept the corrected contract.

SECOND: **Mr. Warman**

ALL IN FAVOR

**b) 2007 budget**

The budget committee reported that they are waiting for the ratification of the union contract before proposing a final budget.

A motion was made by *Ms. Blackmore* to accept the report as information.

SECOND: *Ms. Leete*

**c) Fines revisited**

The Policy Committee will review the fines policy and make changes necessary to reduce the overdue fines for children to 10 cents per day per overdue item.

**5. New business**

**a) New photocopier proposal**

*Ms. Blackmore* presented 3 quotes and recommended to replace the current staff photocopier with a Toshiba brand and a 5 year lease if the funds can be drawn from the Capital Furnishings Account—to purchase if the lease amount cannot be drawn from this fund.

A motion was made by *Ms. Blackmore* to accept this recommendation.

SECOND: *Ms. Hood*

ALL IN FAVOR

**b) New staff computers proposal**

*Mr. Dalwood* presented the results of soliciting 3 Cochrane quotes for the replacement of 4 staff computers with new models and associated software. *Mr. Dalwood* recommended to the board the Tremar Computer Solutions quote because the Tremar proposal is more compatible with the Library's computer network configuration. *Mr. David* noted the importance of ensuring that the total cost clearly includes installation.

A motion was made by *Mr. Warman* to accept Tremar's proposal if all items are inclusive and 30 day on-site service is also included.

SECOND: *Ms. Blackmore*

ALL IN FAVOR

**6. Reports**

**a) Treasurer's report**

*Ms. Hood* noted that the GIC in the *Capital Furnishings Fund* is not earning as much interest as expected. She questioned whether it would be prudent to place the money into another program. She will check with Town personnel on this.

**b) Strategic planning report**

No report.

**c) Collections report**

No report.



**d) Operations and safety report**

*Mr. Dalwood* reported the following:

- ⊕ repairs on the Women's public washroom were completed by *Great West Plumbing and Heating* of Cochrane;
- ⊕ after inspecting the outside bookdrop with Town of Cochrane's Rick Shaeffer, it was determined that Consultant Layton McCarthy of Carr Maclean should be contacted to provide an assessment;
- ⊕ a new industrial *Vacu-Flow* system has been installed;
- ⊕ a temporary Caretaker has been hired to start February 27<sup>th</sup>;
- ⊕ thermostats have been reset; and
- ⊕ a monthly inspection of the outside of building was completed.

**e) Fundraising report**

No report.

**f) Librarian's report**

*Mr. Dalwood* distributed and reviewed the library's annual report to the Alberta Government. Concern was raised over the lateness of the report. *Mr. David* to provide further information on item 31 of the report regarding the Marigold issue. Pending amendments, a motion was made by *Ms. Davis* to accept the annual report.

SECOND: *Mr. Warman*

**g) Policy and procedure report**

No report.

**h) Personnel report**

No report

**i) Town report**

It was noted that Town Council was misinformed that the library board could use funds from the *Capital Furnishings* account to purchase membership into Marigold. *Ms. Davis* will ensure that Town Council is informed of this error and will seek clarification.

**j) Chair's report on communication**

*Mr. Cocuzzoli* distributed a handout for discussion regarding communication issues as they relate to Marigold membership.

A motion was made by *Mr. David* to refer the document to the policy and procedures committee.

SECOND: *Ms. Davis*

A motion was made by *Ms. Davis* to accept all reports.

SECOND: *Ms. Hood*

ALL IN FAVOR



**7. Correspondence**

None.

**8. In-Camera**

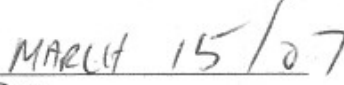
None.

**9. Adjournment**

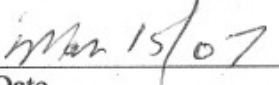
A motion to adjourn was made by *Ms. Davis* at 2101 hours.

SECOND: *Ms. Blackmore*

  
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Date

  
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Signature

  
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Date

