



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

Cochrane Library Board

MINUTES

January 15, 2007



Present

Mr. Adamo Cocuzzoli	Chair
Ms. Barbara Blackmore	Vice-Chair
Ms. Gail Hood	Treasurer
Ms. Mary Anne Rossetti	Trustee
Ms. Sarah Leete	Trustee
Mr. Mike Warman	Trustee
Mr. Adrian Dalwood	Director

Absent

Mr. Richard Broatch	Secretary
Ms. Mary Lou Davis	Trustee
Mr. Nicholas David	Trustee

1. **Call to order** 1905 hours

Ms. Rossetti appointed as acting secretary.

2. **Approval of Agenda**

Items 4b and 4c moved to In Camera.

A motion was made by **Ms. Blackmore** to accept the amended agenda for the January 25th meeting.

SECOND: **Ms. Leete**

ALL IN FAVOUR

3. **Adoption of the minutes**

The following corrections were noted:

-the absent list should read Ms. Mary Lou Davis, Trustee

-Item 5a should read:

Negotiating for the Board will be Ms. Blackmore, Ms. Hood, Mr. Broatch and Mr. Cocuzzoli as the alternate.

A motion was made by **Ms. Blackmore** to accept the minutes.

SECOND: **Mr. Warman**

ALL IN FAVOUR

4. **Business arising from the minutes**

a) Marigold

Mr. Cocuzzoli reported for the Marigold committee. Discussion followed on whether to continue pursuing joining Marigold in 2007. Fundraising ideas were presented as well as looking into the possibilities of Nan Boothby Memorial Library attaining the TAL card outside of Marigold.

A motion was made by **Ms. Hood** that we do not join Marigold in 2007 with the possibility of revisiting it in 2008. An amendment was made by **Mr. Cocuzzoli** to the motion to join Marigold in six months.

SECOND: **Ms. Blackmore**

At 1920 hours chair turned over to Ms. Blackmore.

Mr. Cocuzzoli expressed that at this time there is not an infrastructure in place to support a growing community. The capital fund is to be held in trust as the patrons donated to improve the facility. Mr. Cocuzzoli reminded us that we are the trustees and need to act in the best interest of the library and that the Board should make Marigold a goal to achieve.

Chair back to Mr. Cocuzzoli at 1935 hours.

Amended motion defeated.

Vote on original motion made by **Ms. Hood** that we do not join Marigold in 2007 with the possibility of revisiting in 2008.

SECOND: **Ms. Blackmore**

Motion was passed

Ms. Leete was excused from the meeting at 1945 hours for health reasons.

5. New business

No new business presented.

6. Reports

a) Treasurer's Report--Ms. Hood

Ms. Hood reported that changes can be made to the report to make it easier to read. She requested that the trustees E-mail her with recommendations for possible changes. Mr. Cocuzzoli requested that a written report be submitted monthly.

b) Strategic Planning--Mr. Cocuzzoli

No report

c) Collections Report--Mr. David

Mr. Dalwood reported on behalf of Mr. David. The Juvenile Fiction is currently being weeded.

d) Operations and Safety Report--Mr. Broatch

i) Mr. Dalwood reported that the fire department discovered two issues:

-a bike being left in the hallway by the exit door which has been corrected

-there was no written fire emergency plan which has now been completed and approved by the fire department. This plan is to be reviewed annually with the staff. Mr. Dalwood is to contact the fire department to arrange a fire drill for the Nan Boothby Memorial Library.

ii) a drop off book trolley cannot be purchased as the slot is too low.

A motion was made by **Mr. Cocuzzoli** to contact Rick Shaeffer on ways to correct this issue.

iii) The caretaker, Lloyd Myers, is on medical leave and is not to return to work until February 18, 2007. Temporary caretakers have been hired.

iv) The vaccu-flow system needs to be replaced. A brand new system can be put into place for approximately \$900.00 and will be installed at the beginning of February.

Motion by **Ms. Blackmore** to ratify the purchase of a new vaccu-flow system to have operations and safety to come forward with recommendations to renovate the outside book return system.

ALL IN FAVOUR

- e) Fund Raising--Ms. Hood
Motion by **Ms. Hood** to bring in someone to give a presentation on GIF as a possible fund raising option.
SECOND: **Ms. Blackmore**
ALL IN FAVOUR
Bookmarks have been given to the Welcome Wagon. Discussion followed on options of offering a free temporary membership to bring newcomers into the library.
- g) Policy and Procedure Report--Mr. Cocuzzoli
The head of each staff department has been instructed to compile a procedure manual for their particular department to be presented to the board in April.
- h) Personnel Report--Ms. Blackmore
No report
- i) Town of Cochrane Report--Ms. Davis
No report

7. Correspondence

Discussion followed on correspondence received from a patron.
Motion by **Ms. Hood** for the board to re-examine the fines issue.
SECOND: **Mr. Warman**
ALL IN FAVOUR

8. In-Camera

A motion was made by **Ms. Hood** to go in camera at 2035 hours—in accordance with Section 17 the Freedom of Information and Protection of Privacy Act: disclosure harmful to personal privacy. **Ms. Blackmore** moved to go out of camera at 2120 hours.
Ms. Blackmore moved to accept all information.
SECOND: **Mr. Warman**
ALL IN FAVOUR

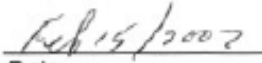
A motion was made by **Ms. Blackmore** to not approve Ms. Paula Grewar's request for replacement of lost orthotics.
SECOND: **MS. HOOD**
ALL IN FAVOUR


9. Adjournment

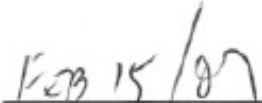
A motion was made by **Ms. Blackmore** to adjourn at 2135 hrs.
SECOND: **Mr. Warman**
ALL IN FAVOUR

Next meeting Thursday February 15th, 2007 at 1900 Hours.


Secretary's Signature


Date


Chair's Signature


Date