



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

# Cochrane Library Board Minutes



November 25, 2004

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## PRESENT

Maura Maguire – Chair  
Troy Adams – Treasurer  
Lesley Morasch – Secretary  
Murray Mitchell  
Adrian Dalwood - Librarian

## ABSENT

Truper McBride (Town Rep.)  
Dick Broatch

1. Call to order – 1910 hrs.
2. Approval of agenda. A motion was made by **Troy Adams** to accept the agenda with the amendment made to move *Applicants* to Item 5.  
SECOND: **Lesley Morasch**  
ALL IN FAVOUR
3. Adoption of minutes. A motion was made by **Lesley Morasch** to accept the minutes of October 21, 2004  
SECOND: **Troy Adams**  
ALL IN FAVOUR
4. Business arising from the minutes.
  - a) Librarian's Evaluation – Murray Mitchell  
Since the Evaluation Form was accepted at last months meeting Murray reminded the Board members to have their completed evaluation forms into him ASAP.
  - b) Signing Authority – Adrian Dalwood.  
All signing authorities have now been registered with the bank.

## 5. New Business

- a) New Years Brunch – Adrian Dalwood  
This year’s Appreciation Brunch will be held at “Prairie Smoke”. They offer a lovely buffet for a cost of \$7.95 per person and can sit 50 people. Volunteers of the library, staff, “Friends” and spouses will be invited. Adrian will confirm the date and let everyone know.
- b) Computer Network Report – Adrian Dalwood  
Adrian will obtain three bids for the 2005 Maintenance Agreements for the new computers the Library has recently purchased..
- c) Chinook Film Group – Murray Mitchell  
Murray will bring this forward to the January meeting.

## 6. Reports

- a) Treasurers Report – Troy Adams  
Troy reviewed the report with the Board members reporting that everything is “on target”.

A motion was put forward by **Lesley Morasch** to accept the Treasurers Report.  
SECOND: **Murray Mitchell**  
ALL IN FAVOUR

At this time Troy presented the 2005 Budget that will be presented to the Town. Adrian was asked to make certain that each councilor receive a copy before the presentation occurs.

- b) Strategic Plan – Troy Adams.  
None at this time.
- c) Collections Report – Murray Mitchell.  
None at this time.
- d) Building Report – Adrian Dalwood.  
Sprouse has winterized the pipes and checked all the fire alarms. A piece of the door came off in the wind and has now been fixed.
- e) Fund Raising – Dick Broatch.  
None at this time.

- f) Town Report – Truper Mcbride.  
None at this time.
- g) Policy and Procedure.  
None at this time.
- h) Personnel Report – Adrian Dalwood.  
While Paula is away Kathleen will be filling her position (Public Service Coordinator) on a limited term bases. Terrance has been promoted to the position of Public Service Assistant replacing Catherine who has returned to school. Chris has been promoted from Library Page to Library Clerk and Faye has made a successful move to Library Page.
- A motion was made by **Lesley Morasch** to accept the above personnel moves.  
SECOND: **Troy Adams**  
ALL IN FAVOUR
- i) Librarian's Report – Adrian Dalwood.  
Adrian reviewed the Librarians Report with the Board members.

## 7. Correspondence

A letter was received from a regular Board Room rental non-profit organization enquiring about the increase in fees that were put into place in August of this year. The increase in fees will not affect non-profit organizations and will remain the same as before.

A letter was received enquiring about the TAL Card and if the Library was going to become a member. TAL Card is associated with Marigold and at this time the Library is not in a financial position to join the Marigold System.

Sarah Leek sent a thank you letter for our letter of response on how we came about gathering our collection statistics.

The staff was enquiring about the hours of service of the Library over the holiday season.

**Troy Adams** made a motion that the Library close at 1:00 P.M. on Christmas Eve Day, closed Christmas Day and remain closed New Year's Day.

SECOND: **Lesley Morasch**  
ALL IN FAVOUR

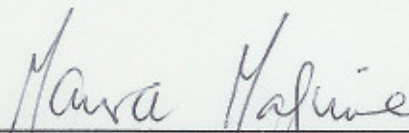
8. In Camera


A motion was made by **Troy Adams** to go in camera at 2150 hours.  
SECOND: **Lesley Morasch**  
ALL IN FAVOUR

A motion was made by **Lesley Morasch** to come out of in camera at 2245 hours.  
SECOND: **Troy Adams**  
ALL IN FAVOUR

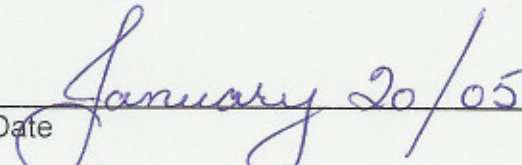
9. Adjournment

A motion was made by **Troy Adams** to adjourn at 2250 hours.  
SECOND: **Lesley Morasch**  
ALL IN FAVOUR

  
\_\_\_\_\_  
Chairperson's Signature

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Secretary's Signature

  
\_\_\_\_\_  
Date