



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

# Cochrane Library Board Minutes



October 14, 2004

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## PRESENT

Maura Maguire – Chair  
Troy Adams – Treasurer  
Lesley Morasch – Secretary  
Dick Broatch  
Murray Mitchell  
Adrian Dalwood - Librarian  
Truper McBride (Town Rep.)  
Jack Tennant – Vice Chair

## ABSENT

1. Call to order – 1910 hrs.
2. Approval of agenda. A motion was made by **Dick Broatch** to accept the agenda.  
SECOND: **Lesley Morasch**  
ALL IN FAVOUR
3. Adoption of minutes. A motion was made by **Truper McBride** to accept the minutes of September 16, 2004  
SECOND: **Lesley Morasch**  
ALL IN FAVOUR
4. Business arising from the minutes.
  - a) Staff Objectives Report – Adrian Dalwood  
This report is being followed as previously outlined in the minutes of September 14, 2004.10.21
  - b) Librarian's Evaluation – Maura Mcguire and Adrian Dalwood  
Board members are to return their assessment of the Librarian comments on the New Evaluation Forms to Murray Mitchell no later than November 04, 2004.
  - c) Signing Authority – Adrian Dalwood.  
Adrian will contact the Royal Bank to make arrangements for Murray to register his signature for signing authority.

5. New Business

a) Farwell and Thanks!

A fond farewell to our member Jack Tennant. Thank you from the Board Members as well as the citizens of Cochrane and area for you time, effort and most of all your wonderful sense of humour. You helped us get through the rough times by giving us a different and not so serious perspective. Thank you Jack for a job well done!! Maura presented Jack with a travel coffer mug with the dates of time spent with the board engraved on the front of it.

b) New Board Members – Adrian Dalwood

We have three applications outstanding for new board members. Adrian will contact those that have not already met with Adrian or a Board member to acquaint them with the responsibilities associated with being a member.

c) Computer Network Upgrade – Adrian Dalwood

Adrian reviewed the Computer Upgrade with the members. There are three phases involved with Phase I up and running. Last month the Board approved \$4,230.00 for the upgrade. A 2002 NT, anti virus program and a WEB Catalogue are now available with an additional cost of \$4,419.00 yet to be approved by the Board.

A motion was made by **Troy Adams** to approve the additional cost of \$4,419.00 for the Phase I upgrade.

SECOND: **Dick Broatch**  
ALL IN FAVOUR

Phase II will allow the Library to have a centralized calendar for booking meetings etc. as well as an MS exchanger. Adrian requested the Board approve \$2,990.75 for the completion of Phase II.

A motion was made by **Troy Adams** to approve the funds required for Phase II.

SECOND: **Dick Broatch**  
ALL IN FAVOUR

Phase III will require a maintenance agreement to be in place for preventative maintenance as well as emergency service. The Board has requested that two quotes be made available for approval of funds for a maintenance agreement.

## 6. Reports

## a) Treasurer's Report – Troy Adams.

The report was reviewed by Troy with the Board Members. Troy requested that Truper check with the Town as to how the auditing fees are determined so these can be used for the Library's budget planning.

A motion was made by **Dick Broatch** to accept the Treasurer's Report.

SECOND: **Lesley Morasch**

ALL IN FAVOUR

## b) Strategic Planning – Troy Adams.

There was no report.

## c) Collections Report – Murray Mitchell

There was no report.

## d) Building Report – Adrian Dalwood, Dick Broatch

Outside taps has been turned on after hours causing Adrian to remove the on/off handle to the faucets.

## e) Fund Raising – Jack Tennant

There was no report.

## f) Town Report – Truper McBride.

Truper thanked the members for allowing him to represent the Town in the past. Truper also suggested that the Library Board send a representative to the next Council meeting to introduce the Board to any new members.

## g) Policy and Procedure Report – Adrian Dalwood

Policy and Procedure revisions were handed out to the Board Members to review.

A motion was made by **Troy Adams to** accept the revisions.

SECOND: **Dick Broatch**

ALL IN FAVOUR

## 7. Correspondence

It has been suggested by one of the Library's patrons that it has a "Christian Bias" in their collection. Adrian pointed out to the Board members that the collection is based on what the public has requested. The survey conducted in August showed that Christian fiction was second on the list of books requested and is the thirteenth most popular collection (850 titles). Adrian reminded all that all specific requests for books would be considered.

## 8. In Camera

A motion to go in camera was made by **Truper McBride** at 2100hrs.

SECOND: **Dick Broatch**

ALL IN FAVOUR

A motion to come out of in camera was made by **Murray Mitchell** at 2215 hrs.

SECOND: **Dick Broatch**

ALL IN FAVOUR

## 9. Adjournment

A motion was made by **Lesley Morasch** to adjourn the meeting at 2215hrs.

SECOND: **Troy Adams**

ALL IN FAVOUR

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Chairperson's Signature

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Date

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Secretary's Signature

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Date