



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

# Cochrane Library Board Minutes



September 16, 2004

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## PRESENT

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

## ABSENT

Jack Tennant

1. Call to order – 1909 hrs.
2. Approval of agenda. A motion was made by **Lesley Morasch** to accept the agenda.  
SECOND: **Troy Adams**  
ALL IN FAVOUR
3. Adoption of minutes. A motion was made by **Troy Adams** to accept the minutes of June 17, 2004  
SECOND: **Dick Broatch**  
ALL IN FAVOUR
4. Business arising from the minutes.
  - a) Boardroom Rental – Adrian Dalwood  
Adrian reports that the rental invoices are fully automated now where they can be printed off and sent/given to those who rent the boardroom.  
The users have generally accepted the new rates for the rental of the boardroom.
  - b) Staff Objectives Report – Adrian Dalwood  
This report was presented for review by the board members. At the next Board Meeting members are requested to offer suggestions or changes for the upcoming year.
  - c) New Board Member  
A new Board Member was to be welcomed to the library this meeting however due to unforeseen circumstances this individual was unable to attend.

## 5. NEW BUSINESS

- a) The Board Members and the Library recognized Judy Stewart for her dedicated work in revising the Library's Policy and Procedure Manual. Adrian and the Policy and Procedure committee have found this very useful in creating an updated manual.
- b) Adrian reports that our server crashed (file server) and it was necessary to immediately purchase a new server. Adrian sought approval for the funds to purchase the server, which totaled \$4,239.65.

A motion was made by **Troy Adams** to approve the funds for the new server.  
SECOND: **Dick Broatch**  
ALL IN FAVOUR

- c) Librarian's Evaluation  
Adrian has completed a review of his skills, knowledge, competencies and behaviors to be used for his yearly assessment. Board Members have been asked to review this and come to the next meeting with any additions, deletions/suggestions.
- d) Policy and Procedure Manual – Revised Format  
Most of the changes have been with the format. Adrian has taken the best from Judy's work, other libraries and what we have now in the creation of this working document. The board gratefully accepted Mayor Stewart's offer to eliminate what was no longer relevant or necessary in the document. The Board also thanked Adrian for his hard work in revising the format and contacting other resources.
- e) Signing Authority  
The Royal Bank requires that four signatures be on file as signing authority for cheques (two signatures must be on the cheques). Adrian will arrange to have board members meet with bank personnel to have this completed.

## 6. REPORTS

- a) Treasurer's Report – Troy Adams.  
The report was reviewed by Troy with the Board Members.  
A motion was made by **Judy Stewart** to accept the Treasurer's Report.  
SECOND: **Lesley Morasch**  
ALL IN FAVOUR

- b) Strategic Planning – Troy Adams.  
There was no report however Troy requested that Adrian provide the variance analysis for the Strategic Plan.
- c) Collections Report – Murray Mitchell  
There was no report.
- d) Building Report – Adrian Dalwood, Dick Broatch  
Adrian reviewed the report with Board Members for the months of June, July and August.
- e) Fund Raising – Jack Tennant  
There was no report.
- f) Town Report – Judy Stewart  
Mayor Stewart reported that there is a Communications Plan – this will provide an avenue for better communication between the Town and the Public in understanding the needs of the community.

The Town of Cochrane is now linked to the Library Website. The Town will continue to enhance their website.

- g) Policy and Procedure Report – Adrian Dalwood  
Policy and Procedure revisions were handed out to the Board Members to review. Cheque signing authority (8.1) has been revised. The four signatures that will be kept on file at the bank will be the Chairperson's, Vice-Chairperson, Treasurer and Librarian. Two of these signatures will be required on any cheques.

A motion was made by **Judy Stewart** to accept the above revision.

SECOND: **Lesley Morasch**

ALL IN FAVOUR

- h) Personnel Report – Adrian Dalwood  
Catherine is leaving the library, her position will be offered internally.

## 7. Correspondence

Maura reports that the library has received a cheque from the Alberta Government in the sum of \$51,799.00.

Adrian received a box of books from the University of Alberta this was a gift “to add to our already impressive collection.”

Maura received a general information letter from Marigold.

Maura passes along that the Childrens Services Youth Advisory Panel is seeking applicants, ages 16 – 21 years, for volunteer work.

## 8. In Camera

A motion to go in camera was made by **Troy Adams** at 2030hrs.

SECOND: **Dick Broatch**

ALL IN FAVOUR

A motion to come out of in camera was made by **Troy Adams** at 2300 hrs.

SECOND: **Dick Broatch**

ALL IN FAVOUR

## 9. Adjournment

A motion was made by **Troy Adams** to adjourn the meeting at 2300 hrs.

SECOND: **Murray Mitchell**

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

# Cochrane Library Board

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Signature

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Date