



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

# Cochrane Library Board Minutes



December 8, 2005

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## PRESENT

Ms. Maura Maguire – Chair  
Mr. Murray Mitchell – Vice-Chair  
Mr. Dick Broatch – Secretary  
Mr. Adamo Cocuzzoli  
Mr. Nicholas David  
Ms. Mary Lou Davis – Town of Cochrane Rep.  
Ms. Gail Hood

Mr. Adrian Dalwood – Librarian

## ABSENT

Mr. Troy Adams – Treasurer

1. **Call to order** – 1918 hrs.

2. **Approval of agenda**

A motion was made by **Mr. David** to accept the agenda of December 8, 2005's meeting.

SECOND: **Mr. Cocuzzoli**

ALL IN FAVOUR

3. **Adoption of minutes**

A motion was made by **Ms. Maguire** to accept the minutes of September 15, 2005's meeting.

SECOND: **Mr. Cocuzzoli**

ALL IN FAVOUR

4. **Business arising from the minutes**

a) **Board Membership Update** – Mr. Dalwood

The trustees welcomed Ms. Gail Hood and welcomed back Ms. Maura Maguire.

b) **2006 Budget** – Mr. Dalwood

Discussion on the 2006 budget was tabled until the next meeting after more information is received from the Town of Cochrane.

Ms. Davis asked about the Cochrane Library Board's position regarding joining Marigold Library System. Mr. Mitchell explained the Board's position and that a previous investigation found membership too expensive at this time.

**5. New Business****a) Appointment of Chair**

Mr. Mitchell nominated Ms. Maguire  
SECOND: Mr. Cocuzzoli  
Mr. David moved nominations cease.  
Ms. Maguire accepted the nomination.

**b) Appointment of Secretary**

Mr. Mitchell nominated Mr. Broatch  
SECOND: Mr. David  
Nominations ceased.  
Mr. Broatch accepted the nomination.

**c) Committee Selection**

Audit and Finance	Mr. Troy Adams (Chair), Ms. Gail Hood, and Mr. Adrian Dalwood
Operations and Safety	Mr. Nicholas David (Chair) and Mr. Adrian Dalwood
Collections	Mr. Nicholas David (Chair), Mr. Murray Mitchell, and Mr. Adrian Dalwood
Marketing	Mr. Murray Mitchell, Ms. Gail Hood, and Mr. Adrian Dalwood
Personnel	Mr. Murray Mitchell (Chair), Mr. Adrian Dalwood, and a staff member to be named
Planning	Mr. Troy Adams (Chair), Committee of the Board, and Mr. Adrian Dalwood
Policy and Procedure	Mr. Adamo Cocuzzoli (Chair), Ms. Mary Lou Davis, and Mr. Adrian Dalwood

**d) Request for funding from the M.D. of Rockyview**

Discussion was tabled until the Board hears from the Town of Cochrane

Discussion of a fee increase to be placed on next month's agenda. Clarification was requested from Mr. Dalwood by Mr. David on resident fees charged by other comparable libraries.

**e) Alberta Community Development Library Audit**

The Library Board requested a revised report of the audit to replace the check mark audit that was received.

- f) **Library Survey**  
The results of the 2005 library survey were discussed at length and it was tabled until the next meet to allow for an in-depth perusal by individual board members.
- g) **Needs Assessment**  
Needs assessment was submitted by Mr. Dalwood.  
  
The document was tabled for the next meeting so trustees could take additional time for its perusal.  
  
Mr. David requested information regarding the necessity of submitting the document to Alberta Community Development.
- h) **CAP Grant**  
Mr. Dalwood requested Board approval to proceed with a current CAP grant application at a deferred cost of \$2,385.00—to be reimbursed in the Spring of 2006 as per the CAP program. The cost also includes a one-time honorarium for the Computer 1-On-1 instructors.  
  
A motion was made by **Mr. Cocuzzoli** to proceed with the grant application and deferred costs.  
SECOND: **Mr. Broatch**  
MOTION CARRIED
- i) **New Years Brunch**  
Discussion ensued around the format and the location followed for past brunches. Further discussion was tabled until the next meeting as the function will not be held until 2006. Mr. Dalwood will discuss the matter with the library staff.

## 6. Reports

- a) **Treasurer's Report** – Mr. Dalwood  
Mr. Dalwood presented the monthly financial statements.  
A motion was made by **Mr. Mitchell** to accept the Treasurer's report.  
SECOND: **Mr. Cocuzzoli**  
ALL IN FAVOUR
- b) **Strategic Plan Report**– Mr. Dalwood  
No report.
- c) **Collections Report** – Mr. Mitchell  
No report.
- d) **Building Report** – Mr. Broatch, Mr. Dalwood  
No report.
- e) **Fund Raising Report** – Mr. Broatch  
No report.

- f) **Librarian's Report** – Mr. Dalwood  
Mr. Dalwood reported the following:  
Bylaw 19-2005 was passed by the Town of Cochrane;  
according to the Town Clerk, quorum constitutes (5) five board members. Exceptions  
for quorum to be verified by Ms. Davis and e-mailed to trustees.
- g) **Policy and Procedure Report** – Mr. Dalwood  
No report.
- h) **Personnel Report** – Adrian Dalwood  
No report.

7. **CORRESPONDENCE**

In response to a note found on the bulletin board regarding Cochrane Library Board meetings, the board serves notice that it is only required to hold 4 meetings per year. The September board meeting minutes were not passed until this meeting and therefore not posted.

8. **In Camera**

A motion was made by **Ms. Davis** to go In Camera at 2210 hrs. in accordance with Section 17 the Freedom of Information and Protection of Privacy Act: *disclosure harmful to personal privacy*.

SECOND: **Mr. David.**

ALL IN FAVOR

A motion was made by **Mr. Cocuzzoli** to come out of In Camera at 2235 hrs.

SECONDED: **Ms. Hood**

ALL IN FAVOUR

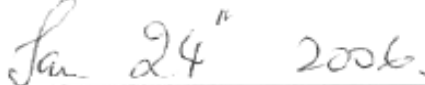
9. **Adjournment**

A motion was made by **Mr. Broatch** to adjourn the meeting at 2345 hrs.

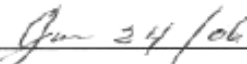
SECONDED: **Ms. Maguire**

ALL IN FAVOUR.

  
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Signature

  
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Date

  
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Signature

  
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Date