



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

Cochrane Library Board Minutes



January 24th, 2006

PRESENT

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

ABSENT

Mr. Troy Adams – Treasurer
Mr. Adamo Cocuzzoli
Ms. Gail Hood

Mr. Adrian Dalwood – Librarian

1. **Call to order** – 1914 hrs.

2. **Approval of agenda**

A motion was made by **Mr. David** to accept the agenda of the January 24th meeting.

SECOND: **Ms. Davis**

ALL IN FAVOUR

3. **Adoption of minutes**

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

SECOND: **Mr. Mitchell**

ALL IN FAVOUR

4. **Business arising from the minutes**

a) Library Audit – Mr. Dalwood

Mr. Dalwood presented a summary of the Alberta Community Development audit of the Nan Boothby Memorial Library. Trustees queried a number of items and agreed to use the audit as a guideline for future development. Overall, the audit review was very positive.

b) Library Survey – Mr. Dalwood

The Board discussed a need to look at a strategy for the implementation of future surveys in order to achieve more feedback. Suggestions included a longer time period for the survey and a place for the survey—perhaps just at the library for patrons. A need may be to form a focus group to establish a workable, easy to answer survey before any discussion of implementation. Mr. David requested that a clarification of survey times was needed—i.e., every 2 years or...? Deferred.

- c) Needs Assessment – Mr. Dalwood
A summary of the 2005 Needs Assessment was received and discussed and approved to be sent to Alberta Community Development. Ms. Davis suggested dates for completion of items on the Needs Assessment be included. Mr. Mitchell suggested looking at a simplified form of a needs assessment and to see if one already exists.
- Ms. Davis moved to send the Needs Assessment to Community Development as is—no second—item removed from the table. Refer to simplified form—expedience necessary for provincial grant approval. Mr. Dalwood will contact trustees by e-mail.
- d) New Years Brunch—Mr. Dalwood
Mr. Dalwood reported that the staff would like to defer this event to April or May. Tabled until next meeting in order to explore costs.
- e) Fees—Mr. Dalwood
There was Board consensus that library fees and fines must be increased. After the Board is informed what budget the Town will approve, the adjustment will be addressed. The Board should also request a per capita grant before presenting the next budget. Mr. David requested complete figures from other comparable libraries. We will also need a projection from the Treasurer as to what this would mean in revenue. Fines must also be reviewed.

5. New Business

- a) Plan of Service – Mr. Dalwood
Mr. Dalwood reported that the Plan of Service is tied in with the Needs Assessment document, the Library Survey, the Community Development audit, and the Cochrane Liveability Report. Mr. David moved that the Plan of Service, as amended, be accompanied by a letter prepared by the Librarian and Chair. Seconded by Mr. Mitchell.
- b) Jasper Conference – Mr. Dalwood
Discussion followed regarding the cost and the item was tabled until the next meeting.

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. Broatch**
ALL IN FAVOUR
- b) **Strategic Plan Report**– Mr. Dalwood
No report.
- c) **Collections Report** – Mr. David
Document presented by Mr. David.
- d) **Building Report** – Mr. David, Mr. Dalwood
Mr. Dalwood reported that the annual spring inspection of the Library's fire safety equipment was completed. He also reported that the floor in the Library's technical services area is heaving. It was suggested that the Town should be approached for carpeting in this area and that, in the meantime, chair floor mats should be purchased. A monthly inspection of the building's exterior was also completed.
- e) **Fund Raising Report** – Mr. Murray
No report.
- f) Librarian's Report – Mr. Dalwood
A very favourable report was presented.
- g) Policy and Procedure – Mr. Cocuzzoli
No report.
- h) Personnel Report – Mr. Murray
No report.

7. **CORRESPONDENCE**

None.

8. **In Camera**

A motion was made by **Mr. Mitchell** to go In Camera at 2135 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. Broatch** to come out of In Camera at 2145 hrs.

SECONDED: **Mr. David**

ALL IN FAVOUR

9. **Adjournment**

A motion was made by **Mr. Mitchell** to adjourn the meeting at 2150 hrs.

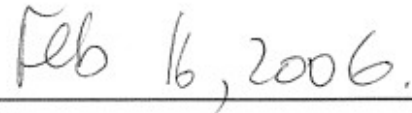
SECONDED: **Mr. Broatch**

ALL IN FAVOUR.

Signature



Date



Signature



Date

