

MINUTES

The Town of Cochrane Library Board
Tuesday, January 21, 2020

Trustees Present:

Cyndie Baum – Chairman
Jeff Covey – Vice Chairman
James Foran – Treasurer
Dean Rask
Joan Urschel
Susan Flowers

Staff Present:

Jeri Maitland – Executive Director
Karen Robertshaw – Accounting & HR Manager

Guests Present:

Elsa Gee – President, CUPE Local 1169

Trustees Absent:

None

Public:

None

1. Call to Order

The meeting was called to order by the Chairman at 7:03pm

2. Agenda Approval

2.1 Additions

5.8 Board member intent

2.2 *Motion to approve agenda as amended by Chairman*

Carried

3. Minutes Approval From Last Meeting

3.1 *Motion to approve November 26, 2019 minutes by Susan Flowers*

Carried

4. Business Arising from the Minutes

4.1 Board Self-evaluation Questionnaire response

-Board members completed self-evaluation questionnaires during the preceding working meeting; these will be reviewed by Chairman and results will be reported at the next meeting

4.2 Recommendations coming out of Strategic Plan

-A draft strategic plan outline was created by the Board during the preceding working meeting; Chairman and Library Director will use this outline to prepare a more detailed draft for presentation at next meeting

4.3 Outstanding action items

-The status of all currently outstanding action items from previous meetings was discussed and updated as necessary; all assigned tasks will be followed up on by designated individuals with updates to be provided at next meeting

4.4 Friends update (Susan)

-Susan Flowers provided a summary of her meeting with members of the Friends to discuss the possibility of them becoming active again
-The Board discussed what the Library's and the Friends' expectations, roles, and responsibilities would be if the Friends resumed activities, specifically regarding the Book Sale
-Susan Flowers will provide the Friends with a copy of the Friends of the Library policy approved in June 2019 and discuss further with them potential framework for Friends activities moving forward

4.5 Board member recruitment update

-Chairman provided an update on status of recruitment for current vacancy on the Board; two candidates have been interviewed and a third candidate will be interviewed as soon as possible with further updates to be provided as available

5. New Business

5.1 Elections of Officers and term information

-At the preceding working meeting, Karen Robertshaw provided feedback from PLSB regarding previous Board concerns about all current terms ending simultaneously at the end of 2020 and the impact of that on the re-appointment process; this is not considered an issue as there is no requirement for a Board member to be nominated for re-appointment to the Board by another member

-Chairman opened up the floor for nominations for the three Executive positions

Motion to nominate Cyndie Baum for Chairman by Jeff Covey **Carried**

Motion to nominate Jeff Covey for Vice Chairman by Dean Rask **Carried**

Motion to nominate James Foran for Treasurer by Susan Flowers **Carried**

-There were no other nominations and all nominees were elected in unanimous votes

5.2 In Camera (Conflict of Interest)

-The Board held an In Camera session prior to the regular meeting to discuss conflict of interest related policies and presented its recommendations at the regular meeting

Motion to approve the draft conflict of interest policies as presented at the preceding working meeting, as amended for agreed upon revisions by Dean Rask **Carried**

5.3 Town Code of Conduct

-Board members were provided with and signed copies of current Code of Conduct for the Town; Karen Robertshaw will return signed copies to Town

5.4 Approval of 2020 COLA

Motion to match the 2020 Cost of Living Adjustment approved by the Town of Cochrane, for all professional salaried staff, effective January 1, 2020 by Joan Urschel *Carried*

5.5 Meeting dates for the year

-In accordance with Board Policy 1, Section 13.1 (Meetings) the Board shall meet at least once per quarter

Motion to set regular meeting dates for the remainder of 2020 as follows: April 7, June 16 and September 15 at 7pm by Chairman *Carried*

5.6 Update on Spray Lake and Bragg Creek expansion and Stockmens

-Library Director provided an update on these expansion activities as preliminary meetings and planning discussions have taken place regarding all; Library Director will provide further updates as planning discussions continue and details are worked out

5.7 Marigold conference library closures

Motion to approve closing the Library for the full day on May 14 for staff to attend professional development by James Foran *Carried*

5.8 Board member intent

-Chairman reminded all Board members that their terms are expiring December 31, 2020 and if they would like to apply for re-appointment, they will have to make the Town aware before the end of the year

6. Reports

5.1 Library Director Report

-Library Director referred the Board to the monthly report distributed via email and noted additional upcoming events and changes

Motion to accept the Library Director report as information by Dean Rask *Carried*

5.2 Finance Committee Report

-Treasurer presented the December financial report and revised 2020 budget based on actual Town operating grant amount

Motion to approve the revised 2020 operating budget by Jeff Covey *Carried*

Motion to accept the Finance Committee report as information by Joan Urschel *Carried*

5.3 Marigold Report

-No report

7. Public Question Period

None

8. Next Meeting & Adjournment

-Next meeting will be Tuesday, April 7, 2020 at 7:00pm

-Meeting was adjourned by the Chairman at 8:07pm

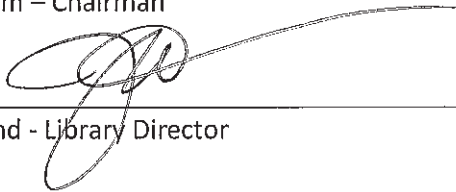
Minutes approved by:



May 15, 2020

Cyndie Baum – Chairman

Date



May 20, 2020

Jeri Maitland - Library Director

Date