

## MINUTES

The Town of Cochrane Library Board  
Tuesday, April 7, 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 (held via Zoom) was called to order by the Chairman at 8:06pm

#### 2. Agenda Approval

##### 2.1 Additions

- 4.2 Outstanding action items - move to end as 4.6
- 4.3 Friends update (motion) - remove item
- 4.3 COVID-19 staffing - add item

##### 2.2 *Motion to approve agenda as amended by Dean Rask*

*Carried*

#### 3. Minutes Approval From Last Meeting

##### 3.1 *Motion to approve January 21, 2020 minutes by Susan Flowers*

*Carried*

#### 4. Business Arising from the Minutes

##### 4.1 Report on Board self-evaluation questionnaires

- Summary of responses was prepared and presented by Chairman; a copy of the summary will be provided to all Board members via email
- Further follow-up discussion will continue at the next working meeting; Board members are requested to come prepared with suggestions related to areas for improvement

##### 4.2 Strategic Plan update

- Due to the amount of uncertainty at this time due to COVID-19, the strategic plan outline may need to be adapted as we learn more about the impacts on funding, capital projects and service models
- Library Director will work on a draft plan based on best assumptions to be presented to the Board at a future meeting

**4.3 COVID-19 staffing**

*Motion to proceed with staffing response due to COVID-19 as discussed at working meeting by James Foran* **Carried**

**4.4 Board member recruitment update**

-Chairman provided an update on recruitment for the current vacancy; Chairman will extend an offer to the selected candidate to join the Board and will also inform the Town so that the new member's appointment can be presented to Town Council for approval

**4.5 Update on Spray Lake, Bragg Creek and Stockmen's**

-Library Director provided an update on these expansion activities as preliminary meetings and planning discussions have taken place regarding all; further updates will be provided as the impact of COVID-19 on these plans is determined

**4.6 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

**5. Reports**

**5.1 Library Director Report**

-Library Director referred the Board to the monthly reports and weekly updates distributed via email

*Motion to accept the Library Director report as information by Joan Urschel* **Carried**

**5.2 Finance Committee Report**

-Treasurer presented the February financial report

*Motion to accept the Finance Committee report as information by Dean Rask* **Carried**

**5.3 Marigold Report**

-No report

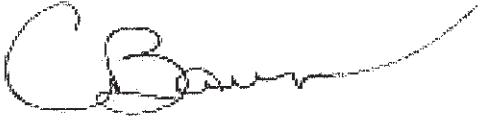
**6. Public Question Period**

None

**7. Next Meeting & Adjournment**

- Next meeting will be Tuesday, May 12, 2020 at 7:00pm
- Meeting was adjourned by the Chairman at 8:59pm

Minutes approved by:



May 15, 2020

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Cyndie Baum – Chairman

Date



May 20, 2020

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Jeri Maitland - Library Director

Date