

MINUTES

The Town of Cochrane Library Board
Tuesday, January 18, 2022

Trustees Present:

Cyndie Baum-Chairman (outgoing)
Jeff Covey-Chairman (incoming)
-Vice Chairman (outgoing)
James Foran-Treasurer
Rhonda Newman
Cheryl Dornian
Kirsten Senz
Alex Reed-on behalf of Morgan Nagel

Staff Present:

Andrea Johnston-Head Librarian/Acting Director
Karen Robertshaw-Accounting & HR Manager

Guests Present:

Elsa Gee-President, CUPE Local 1169

Trustees Absent:

Morgan Nagel

Public:

None

1. Call to Order

The meeting (held via Zoom) was called to order by Cyndie Baum at 7pm

2. Agenda Approval

2.1 Additions

- 6.6 Library Director Handbook
- 6.7 Library Director Compensation Package
- 6.8 Transit Centre

2.2 *Motion to approve agenda as amended by Alex Reed*

Carried

3. Board Changes

3.1 Resignation

-Cyndie Baum informed the Board that Fred DuVal has resigned, effective immediately

3.2 New Board Members

-Three new Board members were appointed by the Town of Cochrane on January 10: Rhonda Newman, Cheryl Dornian, and Kirsten Senz
-All new Board members were in attendance and introduced themselves; Elsa Gee and Alex Reed also introduced themselves to the new Board members

4. Minutes Approval From Last Meeting

4.1 *Motion to approve November 16, 2021 minutes by James Foran*

Carried

5. New Business

5.1 2022 COLA

-As per Salaried Staff Handbook and draft Library Director Handbook, salary ranges of all salaried staff will be adjusted annually by the amount of COLA applied by the Town; the Town approved a 4% Cost of Living Adjustment (COLA) for 2022

-Original draft budget for 2022 included an estimated 2% COLA based on 2019 and 2020 (no COLA approved by Town in 2021); revised draft up for approval has been adjusted to include 4% COLA effective January 1

6. Business Arising from the Minutes

6.1 Voting by proxy/email

-Cyndie Baum reviewed draft changes to Policy 1, Section 13.6 as provided to Board members in advance of meeting; upon review it was agreed that section 13.6.2 of the final draft be amended to include same wording as 13.6.3, regarding responses being sent to Board Chair only.

Motion to approve the draft additions to Policy 1, Section 13.6 as presented with revisions noted above by Rhonda Newman

Carried

6.2 Anonymous vaccination survey results

-As requested by the Board at the November 2021 meeting, an anonymous survey was administered to determine the aggregate vaccination rate of staff for use in decision making around COVID response going forward

-Aggregate vaccination rate was 100% (based on a 95% response rate)

-No mandatory COVID vaccination policy is being considered at this time

6.3 Friends update/Memorandum of Understanding follow-up

-Final draft of previously approved Memorandum of Understanding has been provided to Peter Fortna, signed and returned

-Andrea Johnston reported on recent Friends activities including fundraising

-Some volunteers have had to leave due to challenges with time commitments

-The Friends are enthusiastic; Andrea Johnston will continue working with them to provide focus and determine goals

6.4 Meet and Greet with Council – follow-up

-The Board discussed the importance of this event at the preceding working meeting

-Preferred weekday for Council is a Wednesday, potentially in early March

-Incoming Chairman will head this up and work with Acting Director/Director to confirm date and plan

6.5 Outstanding Action Items

-Current list of outstanding action items from previous meetings was provided

-All previously outstanding items have either been completed prior to this meeting, or have been followed up on during this meeting and acknowledged within these minutes

-An updated version reflecting status of previous outstanding items and addition of new items will be distributed to the Board following this meeting

6.6 Library Director Handbook

-Draft Director Handbook including compensation package was distributed in advance of meeting and reviewed during the preceding working meeting

Motion to approve the draft Library Director Handbook as presented, with changes recommended at preceding working meeting, by Kirsten Senz ***Carried***

6.7 Library Director Compensation Package

-Review and approval of this item was included under item 6.6

6.8 Transit Centre

-As per outstanding action item from November 2021 meeting, Cyndie Baum is working on action plan and following up on potential transit centre space
-Estimated time frame for opening of Transit Centre is late summer per Alex Reed

7. Reports

7.1 Acting Library Director Report

-Andrea Johnston reviewed the report prepared and sent to the Board in advance of this meeting; the report focused on current short-term goals related to Director role, ongoing response to COVID, and grant applications in progress

Motion to accept report as information by Alex Reed ***Carried***

7.2 Finance Committee Report

-James Foran presented the November financial report and highlighted areas of variance including wages and benefits, which is currently under-budget due to staff vacancies during the year

7.2.1 Approval of (revised) draft 2022 budget

-As actual Town grant received is less than amount requested, the draft 2022 budget has been revised as follows:

- Removed cost of additional staff, Spray Lakes Satellite project, IT upgrades, and Capital Contingency fund allocation
- 4% COLA for salaried staff and 3.5% increase for union staff (as per union contract) are included for 2022
- Final draft reflects a \$37,000 budgeted deficit; there is currently sufficient cash reserve to cover this; however, shortfalls cannot be supported indefinitely with current cash balance

-Town of Cochrane operating grant and Province of Alberta operating grant are both confirmed amounts for 2022. Rocky View and Marigold operating grants are estimated based on population and are therefore estimates depending on which years' population is used

-Alex Reed asked whether the Library had looked into Calgary Foundation Grants to supplement the potential cost of a Spray Lakes Satellite not provided for by the Town operating grant; Andrea Johnston will follow up on this option

-The topic of matching grants was discussed, Alex Reed supports bringing something to the table rather than just asking for funds

-Jeff Covey advised that there should be a complete review of short- and long-term goals done with the new Director when hired, to determine priorities and plans for any cash surplus on hand

Motion to approve the revised draft 2022 Library Operating Budget as presented by James Foran

Carried

7.3 Personnel Committee Report

7.3.1 Library Director hiring process/update

-The Committee is still in the process of making final hiring decisions

-The Board acknowledges its full support for Cyndie Baum to remain on the Personnel Committee to fill current vacancy and see Director hiring process to completion

Motion to accept Finance Committee and Personnel Committee Reports as information by James Foran

Carried

7.4 Marigold Report

-No report

8. Election of Officers

-Requests were made for nominations for the three Executive positions

Motion to nominate Jeff Covey for Chairman by Cyndie Baum

Carried

Motion to nominate James Foran for Treasurer by Rhonda Newman

Carried

-There were no other nominations and both nominees were elected unanimously

-As per Policy 1, Section 10.3: All Officers may be re-elected to office not more than 3 consecutive times to the same position. James Foran has the full support of the Board (unanimous) in being re-elected to the Treasurer position for this fourth consecutive term.

-Vice Chairman position is now vacant and will remain vacant at this time due to remaining Board members being new; this vacancy will be revisited going forward

9. Public Question Period

None

10. Next Meeting & Adjournment

-Next meetings will be February 15 and March 15, 2022 at 7 pm (with working meetings at 5:30pm)

-Meeting was adjourned by Jeff Covey at 8:07pm

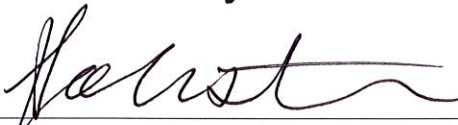
Minutes approved by:



Jeff Covey – Chairman

February 15, 2022

Date



Andrea Johnston – Acting Library Director

February 15, 2022

Date