

MINUTES

The Town of Cochrane Library Board
Tuesday, September 21, 2021

Trustees Present:

Cyndie Baum – Chairman
Jeff Covey – Vice Chairman
James Foran – Treasurer
Fred DuVal
Joan Urschel

Staff Present:

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

Guests Present:

Elsa Gee – President, CUPE Local 1169

Trustees Absent:

Dean Rask
Morgan Nagel

Public:

None

1. Call to Order

The meeting (held via Zoom) was called to order by the Chairman at 7:03pm

2. Agenda Approval

2.1 Additions

-None

2.2 *Motion to approve agenda by Joan Urschel* *Carried*

3. Minutes Approval From Last Meeting

3.1 *Motion to approve June 15, 2021 minutes by James Foran* *Carried*

4. New Business

4.1 Public Presentation to the Board

-Presenter was not in attendance for this meeting, nothing to be recorded

4.2 Tentative Holiday Closures

-The Board had previous communications with Andrea Johnston regarding options for a thank you gift from the Board to staff for working hard through the pandemic (ie: gift cards, staff lunch, etc.)

-Upon consideration of options and consultation with staff, management proposed gifting staff the full day off on both December 24 (Christmas Eve) and December 31 (New Year's Eve). The Library is already required to close at 1:30pm on these days under Collective Agreement; this option would require Board approval to close for the remaining part of those days (10am-1:30pm)

-Andrea Johnston noted that there would be no additional cost to the Library related to these closures, as under the Collective Agreement, union staff are paid for their full shift on those days regardless of how many hours they work

- The Board discussed this proposal at the preceding working meeting and further at this meeting, with consideration for: supporting the community, setting precedent/public perception, staff flexibility, and past attendance on those days
- The Board alternatively recommended that staff who were here receive one extra day off that can be used any time within the next year, with guidelines around usage to be structured however Director/Acting Director sees fit
- Andrea Johnston expressed concern regarding potential challenges with scheduling/coverage and terms of usage around such days, as well as possible exclusion of some newer staff who have started recently
- The Board requested that Andrea Johnston give this proposal further consideration and bring feedback or other alternatives to next for additional discussion and/or Board approval

5. Business Arising from the Minutes

5.1 Friends Update

- Andrea Johnston has agreed to be the Library representative and will sit on the Friends Executive Committee as a non-voting member; she provided an update on recent Friends activities:
 - Friends participated in the Labour Day parade and won award for best non-profit
 - Friends Board meeting is being held tonight, so Andrea is unable to attend but going forward should be able to continue attending Friends meetings and will continue to forward future meeting minutes to the Library Board
- Cyndie Baum and Karen Robertshaw will draft a memorandum of understanding between the Library and the Friends (in accordance with current Friends policy) for presentation and approval at next Library Board meeting

5.2 Salaried Staff Handbook

- Cyndie Baum, Joan Urschel, and Fred DuVal completed a review of the current Salaried Staff Handbook, as per assigned action item from last meeting, and have recommended some specific changes that are meant to be a starting point for further discussion
- Andrea Johnston and Karen Robertshaw have been asked to review proposed changes and bring feedback to next Board meeting
- Cyndie Baum thanked the sub-committee for working on this item

5.3 Election Plan Strategy

- As follow up on initial discussion regarding this item at the June meeting, the Board discussed possible approaches for reaching out to candidates before the October 18 election to gather information on candidate's outlook on public libraries:

- Fred DuVal raised the question of whether candidates will be/should be focusing on questions around public libraries when there are other significant issues going on (ie: pandemic)
- James Foran suggested using email communications to reach out to candidates and invite them to a virtual meet and greet session before a Board meeting
- Cyndie Baum will draft a letter that can be forwarded to candidates regarding this plan; Board members are welcome to contribute suggestions re: wording.
- Cyndie Baum will check with Morgan Nagel to determine whether planning this for before the November meeting or December meeting would be preferable, based on anticipated Council schedule

5.4 Outstanding Action Items

- Current list of outstanding action items from previous meetings was provided and verbally reviewed during meeting by Karen Robertshaw
- 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. Reports

6.1 Acting Library Director Report

- Andrea Johnston provided an update on recent Library activities and statistics
- Usage (foot count) statistics
 - July total 6,024 (average 232/day), August total 6,760 (average 270/day), Sept to date 3,971 (234/day)
- Curbside statistics
 - July 133 (avg 5/day), Aug 65 (avg 3/day), Sept to date 58 (avg 3/day)
- COVID update
 - On September 15 the province declared a state of emergency
 - PLSB clarified that public libraries are not eligible for the Restriction Exemption program
 - Therefore, under updated restrictions, the Library was required to reduce maximum capacity to 1/3 of fire code (133 patrons) effective immediately. Masking and distancing continue to be required under these measures.
 - All in person programming was cancelled or moved online where possible. Subsequently, PLSB clarified that programs for youth < 18 yrs that require parental support (ie baby lap time, story time) can continue with additional measures in place. These programs will therefore continue in person when possible. All adult programming will remain online/virtual.

-Other

- TD summer Reading Club had 125+ participants this year
- Staff are doing well; Tech staff is very busy with current volume of items being returned

Motion to accept report as information by Fred DuVal

Carried

6.2 Finance Committee Report

- James Foran presented the July financial report
 - Operating grants for 2021 have continued to be received as expected
 - Membership fee and fine revenues remain low for 2021 overall but have been recovering some since re-opening in June

Motion to accept report as information by James Foran

Carried

6.2.1 Approval of draft 2022-2024 budget

- James Foran presented the draft 2022-2024 budget prepared by management, for inclusion with the application package for the Library's 2022 Operating Grant from the Town
- Majority of increase in request for 2022-2024 relate to staffing and mandatory annual pay increases under Collective Agreement
- The Board discussed and agreed to include amounts for Spray Lakes Satellite branch, IT upgrades, and capital contingency funds in this request

Motion to approve the draft 2022-2024 budget as presented by James Foran

Carried

6.3 Personnel Committee Report

- James Foran confirmed that the Library Director performance review that was due had been approved but due to the former Library Director's resignation it was not able to be presented; this item will be removed from the list of outstanding action items going forward

Motion to accept report as information by James Foran

Carried

6.3.1 Library Director hiring process/update

- The Mayor and Morgan Nagel have strongly recommended a headhunting/executive search firm to take the lead on hiring a new Library Director; the Personnel Committee has discussed this option and the Board as a whole also discussed this at the preceding working meeting
- Considerations included: fairness and transparency in the process, providing a broad scope of candidates for comparison, and highlighting the importance of this role

-There is a significant cost associated with this service; if approved, James Foran will coordinate with Karen Robertshaw to arrange appropriate funds and payments throughout the process

Motion to engage Leaders International Executive Search to take the lead in the Board's search for a new Library Director by Jeff Covey Carried

6.4 Marigold Report

-No report
-Andrea Johnston noted that Marigold is currently in the process of moving to their new headquarters building; as a result, our network will be down this weekend

7. Public Question Period

None

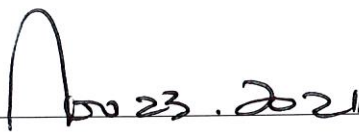
8. Next Meeting & Adjournment

-Next meeting will be Tuesday, October 19, 2021 at 7pm
-Meeting was adjourned by the Chairman at 8:15pm

Minutes approved by:



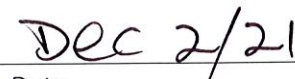
Cyndie Baum - Chairman



Date Nov 23, 2021



Andrea Johnston – Acting Library Director



Date Dec 2/21