

## MINUTES

The Town of Cochrane Library Board  
Tuesday, October 19, 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

### Guests Present:

Elsa Gee – President, CUPE Local 1169  
Susan Roper – Cochrane representative on  
Marigold board

### Trustees Absent:

Morgan Nagel

### Public:

None

## 1. Call to Order

The meeting (held via Zoom) was called to order by the Chair at 7:00pm.

Chair welcomed Susan Roper (the Marigold Representative for the Town of Cochrane).

Susan introduced herself and told a little of what she does in that position:

- Susan has been in this position for 10 years and 6 months
- Marigold has 44 board members
- Cochrane often will have a mandatory seat on Executive
- Board 4 times a year. The executive meets 10 times a year (zoom)
- Serves as HR chair, and Chair of the ad hoc CEO performance and review committee.

## 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 September 21, 2021 minutes by Cyndie Baum

*Carried*

## 4. New Business

### 4.1 Capital Grants (Shelving)

-Acting Director Andrea Johnston presented to the Board and asked if she should pursue writing the grants (Cochrane Foundation and the Community Facility Enhancement (CFEP) grants) to obtain the funds for new shelving. New shelves will also allow for space relocation. Andrea Johnston has been in touch

with Chris Loveday who would like to work with the Board and could use the discounts he receives as a “gift-in-kind” contribution.

-Joan Urschel inquired about how much Cochrane Foundation can fund. Acknowledged that CFEP is a matching body. Joan also asked if CFEP was an annual funding body or if libraries could only apply once every three years

-Jeff Covey and Fred DuVal asked about how Chris Loveday’s fees work. Fred would also like a thorough presentation made to the board for the next board meeting (presentation would include feasibility, more information on funding bodies, timing, etc.) James Foran agreed to a presentation with more information.

-Cyndie Baum suggested that the question at hand is should Andrea pursue the grant writing and the idea of shelving, whether in whole or in part; the time frame, and how it would be in coordination with the new Director.

-Jeff Covey suggested that it should not be unusual for a new Director to dovetail into previous initiatives.

-Fred DuVal suggested that we need more information regarding the grants, and cost breakdown, and feasibility of project manager with the understanding that we may need to go ahead with grant writing before the next meeting.

- James Foran agreed that we need more information on cost, what will look like (matching funding and grants), more detail to make a more informed decision.

***Motion to allow the Acting Director to do a study and make a presentation about the feasibility of a grant Application and proposed shelving by Fred DuVal.***

***Carried***

- Joan Urschel asked if the contractor could attend the next meeting. Andrea agreed to invite him.

- Fred DuVal also asked that the contractor send a draft memorandum of understanding in advance, so the Board could have that for the next meeting. Andrea Johnston agreed to ask.

## **5. Business Arising from the Minutes**

### **5.1 Tentative Holiday Closures update**

-Jeff Covey thanked Andrea for her feedback and considerations surrounding the proposed days off for staff. The Board is in favor of keeping the library open on December 24 and 31 and encourages the acting Library Director to arrange for the staff to take a day off, in place of those two afternoons, as a thank you

for their hard work through the pandemic. While the Board appreciates the proposed limitations, they recognize that they are not an operational board and trust the Acting Director and HR Manager to decide what limitations may need to be put on the day off for staff.

## **5.2 Friends Update**

### **5.2.1 Memorandum of Understanding**

-Joan Urschel reported that the Board looked through the Memorandum of Understanding, changed a couple of the clauses, and that the Memorandum will be returned to the HR Manager and Acting Director to pass onto the Friends.

-Cyndie Baum will write up the changes and distribute them to the Board for approval during the next board meeting.

## **5.3 Salaried Staff Handbook update**

-James Foran thanked the Acting Director and HR Manager for their comments and thoughts and reported that the Board will take the suggestions, review them, and put any changes into place with the new Director.

-Cyndie Baum will continue to discuss this with Acting Director and HR Manager

-Andrea Johnston thanked the committee for taking the time to carefully consider the matter and the suggestions proposed by herself and HR.

## **5.4 Election Plan strategy update**

-Cyndie Baum reported that there will be a strategic effort from the Board to engage with council in the coming year.

-Morgan Nagel has been re-elected and will ask to serve on the Library Board once again.

-Cyndie Baum will write a congratulatory note to the mayor and the counsellors and will tentatively invite them to an early February board meeting in order to introduce them to the new Director and to talk more about the Library. She will also include a link for the counsellors to get a library card.

-Susan Roper asked if the Board received the advocacy documents from Marigold and will send them along after the meeting.

## **5.5 Outstanding Action Items**

-Current list of outstanding action items from previous meetings was provided and verbally reviewed during meeting by Andrea Johnston.



- 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.
- Ongoing items will remain on the list.
- Andrea Johnston will confirm with Peter regarding coordination of meeting times.

## **6. Reports**

### **6.1 Acting Library Director Report**

- Andrea Johnston provided an update on the library
- Community partnerships
  - We have started several exciting community partnerships including partnering with Stepping Stones to Mental Health to provide a Little Kids After School Yoga program, the Horticultural Society to gain gardening volunteers and programming, the Ghost Gurus to provide a Ghost Hunting 101 session and to promote our Ghost Hunting Kit, Foothills Creative Beginnings to provide library memberships and regular programming to instill a positive library experience in young kids, Manachaban and St. Timothy's school to provide free library cards for all students and learning sessions to teach teachers about our eResources
- Program planning
  - Jessie has been doing a wonderful job working with Andrea to make our program planning more structured and organized. Instead of frantically trying to plan an entire season's worth of programs in two weeks as we did in the past, Jessie and Andrea have taken several steps back and are starting program planning earlier, getting the programmers organized to think through their programs, and to get everything into the guide, onto the website, and promoting through our social media channels in a timely, calm manner
- Staff update
  - Staff meeting was held on October 13 and everyone is in good spirits. They really enjoy working with one another and have lots of fun in the back
  - We hired a new LA3 for the vacant 21-hour position and she is very excited to be a part of the Library team

### **6.2 Finance Committee Report**

- James Foran presented the September financial report
- Operating grants for 2021 have continued to be received as expected -
- Membership fee and fine revenues have increased and we may be on track to hit our membership budget for 2021

-We continue to get the wage subsidy and there is one where we will have to pay back \$10,000 to but those funds are being held in a savings account and are not being accessed

-Everything else is either on budget or very close

-Jeff Covey asked about forecasting what growth could look like in the Town and what the library could expect in the next 5-10 years

-Andrea Johnston talked about the current partnerships the library is building with local schools and how St. Timothy's in particular reached out to the library as one of their online research databases wasn't renewed and so they would like to use the Cochrane Public Library's eResources for their students. They also invited the librarians to come and give presentations to their students and staff. Andrea acknowledged that these partnerships are key as we're building strong relationships and fostering library-loving youth and families in our town.

-Susan Roper advised the Board to look to Airdrie and Okotoks for an idea of what growth could be coming our way

-Fred DuVal thanked Jeff for his comments and the importance of having a strategy in place for advocating for a new library. Fred also acknowledged that hearing about the struggles that public schools are facing resonated with him. Part of this documentation could be used to support the case for a new library.

### **6.3 Personnel Committee Report**

#### **6.3.1 Library Director hiring process/update**

-Cyndie Baum reported that the contract is signed with Leaders International Executive Search, the deposit has been made, and they have finalized the wording for the posting. The anticipated start date of the next Director would be January 1, 2022

### **6.4 Marigold Report**

-Andrea Johnston brought up the issue of Redwood Meadows Out of Resident fee of \$120. Andrea has been getting calls from unhappy patrons having to pay this fee.

-Susan Roper addressed this by saying that Redwood Meadows is on Federal land. The Council decided not to fund patrons who, starting Jan. 1, 2022, will have to pay the non-resident fee of \$120 as their tax dollars do not go towards library services

-Redwood Meadows is on federal land and while Marigold has reached out to the CAO about supporting the library, it was voted down. Therefore, the Marigold board voted to no longer allow taxpayers in Cochrane to subsidize the fees for Redwood Meadows who are not paying for library services.

-Jeff Covey suggested that the Cochrane Public Library is the one suffering the PR issue not Marigold. We would love to hear some solutions to this.

-Susan Roper reported that Marigold has reached out to active card holders with information about this change as a way to try and bring council back to the table. It was more about the Bragg Creek Residents with their new smart lockers are bearing the cost of Redwood Meadows.

-Susan Roper will ask for more information, at her next meeting, to pass on to our Board. Andrea will follow up with Marigold to get as much information as possible.

***Motion to accept all reports as information by Fred DuVal***

***Carried***

**7. Public Question Period**

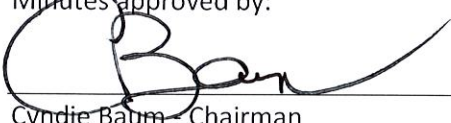
None

**8. Next Meeting & Adjournment**

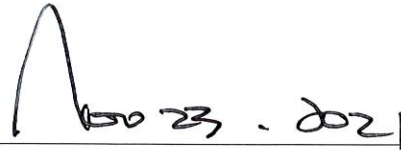
-Next meeting will be Tuesday, November 16, 2021, at 7pm

-Meeting was adjourned by the Chairman at 7:58pm

Minutes approved by:



Cyndie Baum – Chairman



Date



Andrea Johnston – Acting Library Director



Date