

MINUTES

The Town of Cochrane Library Board
Tuesday, November 16, 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
Chris Loveday – Loveday on Libraries

Trustees Absent:

Morgan Nagel

Public:

None

1. Call to Order

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

2. Agenda Approval

2.1 Additions
None

2.2 *Motion to approve agenda by Jeff Covey* *Carried*

3. Minutes Approval From Last Meeting

3.1 *Motion to approve October 19, 2021 minutes by Fred DuVal* *Carried*

4. Presentation – Shelving

-Andrea Johnston introduced Chris Loveday; he is a go-to person for public libraries and provides services and sourcing related to furnishings, shelving, and layout

-With a potential new building or other new space in the future and a current need for new shelving in the existing space, the Board was invited to ask any questions they had about his services

-He explained that he has been involved in similar projects and could help select pieces now that would move forward into a new space (ie: use of fluid, modular, flexible pieces) including shelving and other solutions that we may have a use for (lockers, seating, digital)

-The Board asked questions to clarify the fee structure under each level of service Chris offers (ie: project management, consulting, supply-only)

-If providing full project management services, discounts may be provided and classified as gifts in kind. In this case, any consulting fee is also built into the project management fee; therefore, the entire project cost including those fees can be put towards the matching requirement of any capital grants received

-Chris could provide all documentation needed for grant reporting and is able to provide examples of this paperwork upon request

- Subsequent to the presentation, the Board discussed how to move forward:
 - Finding new space in the transit center is the main priority; there could be an opportunity to incorporate technology and furnishings that would make it a fun and flexible space
 - Andrea Johnston noted that there are other potential solutions that can be applied to current shelving needs in the meantime.
 - Andrea Johnston will continue researching and pursuing available capital grants and the conversation regarding any services needed and specific funding priorities will continue
 - Cyndie Baum will continue working toward securing potential space for the Library in the new transit center

5. New Business

5.1 Vaccination Policy

- Management requested Board input on whether a vaccination policy for Library staff should be put in place, as such policies are becoming more common and Calgary Public Library has recently implemented mandatory staff vaccination
- The Town of Cochrane does not currently mandate vaccination for its staff; however, it does require anonymous disclosure of vaccination status
- The Board discussed this topic at the preceding working meeting and decided that they wish to follow suit with the Town at this time
- Karen Robertshaw will conduct an anonymous staff survey and report back to the Board the percentage of current staff who are fully vaccinated; this rate will be used as a starting point for further discussions/decisions around this topic

5.2 Voting by Proxy

- At the preceding working meeting, the Board discussed and agreed that the Board policies should incorporate allowance for voting by email and/or after the fact, for cases where a Board member is unable to attend a meeting
- Cyndie Baum and Karen Robertshaw will draft wording for this addition to the Board policies to be presented at next meeting

5.3 Christmas Party

- The Board gives the Acting Director the discretion to decide how to recognize or celebrate the holidays with staff, within the designated annual budget

5.4 ALTA Membership

- Invoice for renewal of ALTA (Alberta Library Trustees Association) membership has been received and fee for the upcoming year will be \$800; consistent with prior year, the Board does not wish to renew this membership at this time, based on the increased fee and limited benefit in doing so (ie: no conferences)

6. Business Arising from the Minutes

6.1 Friends Update

6.1.1 Memorandum of Understanding follow-up

-Cyndie Baum revised the original draft following the Board's review at the October working meeting and presented the updated draft

Motion to approve updated draft Memorandum of Understanding as presented, and have Cyndie Baum forward a copy to Peter Fortna of the Friends of the Cochrane Public Library for his review and signature, by James Foran ***Carried***

6.2 Salaried Staff Handbook Update

-Cyndie Baum explained that the Board would like there to be a separate handbook that applies specifically to the Library Director only, as this is the only position that reports directly to the Board. The Board feels that the Salaried Staff Handbook refers mostly to staff hired by the Library Director, who are not under the Board's direct employ, and that it would therefore be operational in nature.

-A separate handbook for all other salaried staff will be developed with the involvement of the Library Director once the position is filled permanently

-A draft Library Director Handbook was presented by Cyndie Baum

-Further discussion followed regarding the topic of banked overtime:

-The draft handbook does not allow for banked overtime by Library Director

-Andrea Johnston shared survey results from other public libraries which indicated that banking overtime is part of most Directors' terms of employment

-This draft will be a starting point for further discussion; Cyndie Baum will send a copy to Karen Robertshaw for overall review

6.2.1 Stat Holidays

-In advance of this meeting, salaried staff had requested clarification regarding their hours of work on December 31, and the Christmas and Boxing Day stat holidays

-The Board confirmed that all salaried staff are entitled to December 27 and 28 off due to the Christmas Day and Boxing Day stat holidays falling on a Saturday and Sunday this year

-The Board confirmed that all salaried staff are entitled to one half day off on December 31, as the library must close at 1pm on New Year's Eve under the Collective Agreement. This is consistent with the policy regarding December 24th as per the Salaried Staff Handbook.

6.3 Election Plan Strategy Update

6.3.1 Meet and Greet

- Cyndie Baum will follow up with Morgan Nagel about possible dates for a meet and greet with Town Councillors; it will likely be sometime in late January/early February, once the Library Director position is permanently filled
- A draft letter to Councillors has been prepared will be sent out once a date is confirmed, so that a save the date can be included

6.4 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

7. Reports

7.1 Acting Library Director Report

- Cyndie Baum thanked Andrea Johnston for the Acting Director monthly report that was prepared and sent to the Board in advance of the meeting
- Andrea Johnston verbally reviewed this report highlighting status of current short-term goals including: supporting staff through the pandemic, providing safe and meaningful service to patrons through the pandemic, and upcoming initiatives and plans to get the library back to capacity through promotion, programming and community participation

7.2 Finance Committee Report

- James Foran presented the October financial report and highlighted areas of variance:
 - Board Expenses line item is over budget due to the cost of Leaders International Executive Search fees (2 of 3 instalments paid so far); such fees were not anticipated or included in the 2021 budget therefore a variance is shown
 - Temporary Wage Subsidy is required to be repaid; this is approximately \$12,000 and we have the funds available
 - Membership revenues have now fully recovered from impact of COVID and are expected to meet originally budgeted amount by year end
- We await confirmation from the Town regarding 2022 grant amount in December; at that time, the preliminary 2022 budget will be modified as necessary and presented to Board for approval at the January meeting

7.3 Personnel Committee Report

7.3.1 Library Director hiring process/update

-The Committee has received an update on applicants from Leaders International and has set dates for review of long list and short list candidates during the month of December with the goal of holding interviews by January 10, 2022

7.4 Marigold Report

-No report

8. Public Question Period

None

9. Next Meeting & Adjournment

-Next meeting will be January 18, 2022 at 7 pm; will include elections for Board Executive

-It was noted that this is Joan Urschel's final meeting as her total 7-year term on the Board ends December 31, 2021

-Meeting was adjourned by the Chairman at 8:21pm

Minutes approved by:



Jeff Covey – Chairman

January 18, 2022

Date



Andrea Johnston – Acting Library Director

January 18, 2022

Date