



**The Town of Cochrane Library Board
Board Meeting Minutes
Sept 12, 2023 @ 7:00pm**

1. Call to Order – **19:09**
2. Agenda Approval
 - 2.1 Additions to Agenda
 - 2.2 Approval of Agenda
Moved Christopher Gillespie, Seconded James Foran - Approved
3. Minutes Approval from Last Meeting
 - 3.1 Approval of Minutes from June 13, 2023
Moved Christopher Gillespie, Seconded Kirsten Senz, Approved
4. Items for information
 - 4.1 Correspondence: Minister of Municipal Affairs, Ric McIver
 - 4.2 Program and Activity Guide: Fall 2023
 - 4.3 Expedition Summer: Cochrane Kiwanis Thank You
 - 4.4 Draft Cochrane Public Library Advocacy Plan
 - 4.5 2023 Opportunities for Board Engagement
 - 4.6 2024-2026 Operational Budget Proposal
5. New Business
 - 5.1 BGC Cochrane & Area ClubHouse Proposal
Agreed that we would support the BGC proposal and look at possible partnership opportunities. Our Library Director will determine how, what, and if we can partner in such a way that it would enhance both programs.
 - 5.2 Board Member Recruitment
Each Board Member is responsible for looking around and considering what skills we need to bring onto the Board. Cyndie to send some skills review around to members for consideration. The Town of Cochrane will be posting a recruitment notice onto the website.
 - 5.3 Summer Reading Club 2023
Summer Reading Club 2023 was a massive success. Two Canada Summer Jobs positions supported, along with sponsorship from Kiwanis. This type of programming aligns with our mission, vision, and values.
6. Business Arising from the Minutes
 - 6.1 2023 Opportunities for Board Engagement
Monique presented a calendar of engagement opportunities for the Board can provide additional support for the library.



Encouragement to invite elected officials and giving a tour during large events. Once the Plan of Service is launched, this will be an excellent engagement opportunity. There is a need for a Friends of the Library Liaison. We could consider doing a volunteer celebration night in April. We could also consider adding a note in the next Library newsletter that we are recruiting Board members and Friends volunteers.

6.2 Advocacy Plan Update

All need to decide on an item for the Advocacy Plan that we can commit to as a next step.

Looking at getting a QR code or bookmarks at the Trade Show to sign-up for the newsletter and get the survey.

6.3 Outstanding Action Items

Terms of Reference and Safety Bylaws need to be reviewed and could be re-submitted. Monique will run this past the policy sub-committee. Board is looking for ways to lessen the workload of the Library Director who is doing an amazing job but while she is still looking to fill some positions, has a massive workload.

7. Reports

7.1 Library Director Report

Noting the change to the Swift schedule used to be a 5 hour difference between pickup and drop-off, it is now a 7 hour difference. Suggestion to explore programming dedicated for the community waiting for the bus.

7.2 Finance Committee Report

7.2.1 2024-2026 Operational Budget Proposal

Review of the budget proposal. Key budget requests to the Town are for more casual hours, hiring an Outreach Services Coordinator in 2024, staff compensation, conducting a facilities needs assessment, the lucky day collection, and tech greening.

Each ask aligns with our 2024-2026 Plan of Service. The ask for casual hours is in order to maintain standard of services and avoid service cuts to our community.

The Outreach Services Coordinator is one of the goals in the plan of service and is key to increasing free programming opportunities for children. The Library cannot keep pace with the needs of the community without this position.

Without the increase in compensation for staff we will not be able to increase employee retention and employee satisfaction. The facilities needs assessment is required to address the needs of Cochrane's significantly undersized facility and creating an action plan for addressing the facility that is nearing its end of life.



Cochrane is lagging in FTE, we have half the size of a collection we need, and a quarter the size of facility required for a community of our size.

Motion to approve 2024-2026 Operational Budget Proposal

- *Moved Christopher Gillespie, Seconded Kirsten Senz, Approved*

Motion to approve the Library Director Report and the Finance Committee Report

- *Moved Kirsten Senz, Seconded Morgan Nagel, Approved*

8. Public Question Period
9. Next Meeting & Adjournment
 - a. **Next Public Board Meeting on October 17, 2023**
 - b. **Subsequent meeting on November 14, 2023, and no meeting in December**
 - c. **Adjourned at 20:10**

Minutes approved by:

A handwritten signature in black ink, appearing to read "Cyndie Baum".

October 19, 2023

Cyndie Baum – Chair

Date

A handwritten signature in blue ink, appearing to read "Monique Fiedler-Sills".

October 19, 2023

Monique Fiedler-Sills – Library Director

Date