

MINUTES

The Town of Cochrane Library Board
Wednesday, February 8, 2017

Trustees Present:

Joan Urschel
Dawn Thome
Gail Shandro
Sue Carpenter-Parnell
Pat Neal

Staff Present:

Jeri Maitland – Executive Director
Karen Robertshaw – HR Administrator

Guests Present:

None

Trustees Absent:

Ian McCulloch
Gaynor Levisky

Public:

None

1. Call to Order

The meeting was called to order by the Chairman at 10:05am

2. Agenda Approval

2.1 Additions

6.1 Agenda item renamed to Strategic Planning/Vision Statement

2.2 *Motion to approve agenda by Dawn Thome*

Carried

3. Minutes Approval

3.1 *Motion to approve November 29, 2016 minutes by Sue Carpenter-Parnell*

Carried

4. Business Arising From The Minutes

4.1 New Board member appointments & re-appointments

-Pat Neal and Sue Carpenter-Parnell were officially appointed to the Board in December 2016

4.2 Friends of the Nan – casino application

-Chairman confirmed that the Friends have submitted the casino application

4.3 Family membership fee update

-Motion to change the cost of Youth memberships to “free” on Rate Schedule C of the Bylaws by Gail Shandro

Carried

-Family membership fee is being further investigated as to how it will affect revenue and statistics

-Further discussion on this item has been tabled to the next meeting

5. Reports

5.1 Executive Director Report

-Executive Director highlighted significant changes and events that have been going on since the last monthly report sent out and announced upcoming events

- 5.2 Finance Committee Report**
-Chairperson referred Board members to their copies of the December monthly financial report and the updated 2017 budget
-Preliminary discussion began regarding grant and other fundraising opportunities
-Executive Committee and Treasurer will meet prior to next meeting to discuss financial planning further
-Pat Neal will be joining the Committee

- 5.3 Personnel Committee Report**
-Final approval of the Personnel Policy in its entirety will be tabled to the next board meeting following edits on language, layout, definitions and other clarifications to match the requirements from the Bylaws
-Motion to approve the COLA increase (to match that of the Town of Cochrane), for salaried staff for 2017 by Joan Urschel ***Carried***

- 5.4 Bylaw and Policy Committee Report**
-Updated bylaws will go to Town Council for approval on February 13th
-Sue Carpenter-Parnell will be joining the Committee

- 5.5 Strategic Planning Committee Report**
-No report as a Strategic Planning meeting was held on January 27th
-Updated strategic plan has been provided to Board members

- 5.6 Marigold Report**
-No report

Motion to accept all reports as information by Dawn Thome ***Carried***

6. New Business Items

- 6.1 Strategic Planning/Vision Statement**
-Vision statement development has been tabled to the next Board meeting (at the beginning of agenda)
- 6.2 Board binder updates**
-Chairman reminded Board members to keep their binders up to date with any new meeting materials
-Updated documents to replace in binders were provided to all Board members in January
- 6.3 Board email addresses**
-The Board discussed the importance of consistency and privacy when sending Board-related emails and agreed to create new email accounts on a new domain to be set up by Marigold IT department

- 6.4 **Additional funding requests**
 -Board and staff were advised to go ahead and purchase what was necessary;
 Director will be meeting with Town of Cochrane Facilities staff to get a better
 idea of the timelines on this
*-Motion to approve an additional amount of up to \$10,500 towards the
 purchase of office furniture by Dawn Thome* *Carried*

- 6.5 **Marigold Conference closure**
*-Motion to close the Library on May 10, 2017 so that all staff and Board
 members can attend the Marigold Conference by Joan Urschel* *Carried*


- 6.6 **Other Conferences 2017**
 -Further discussion on this item has been tabled to the next Board meeting

7. **Correspondence**
 None


8. **Public Question Period**
 None

9. **Next Meeting & Adjournment**
 -Next meeting will be Tuesday, March 21 at 6:30pm
 -Meeting was adjourned by the Chairman at 12:25pm

Minutes approved by:

*Mar 22/17*

 Joan Urschel -- Chairman Date

*Mar 28/17*

 Jeri Maitland -- Executive Director Date