

MINUTES

The Town of Cochrane Library Board
Tuesday, October 18, 2016

Trustees Present:

Joan Urschel
Ian McCulloch
Gaynor Levisky
Dawn Thome
Gail Shandro

Staff Present:

Jeri Maitland – Executive Director
Karen Robertshaw – HR Administrator

Guests Present:

Sue Carpenter

Trustees Absent:

Susan Brauss

Public:

3 public in attendance

1. Call to Order

The meeting was called to order by the Chairman at 6:30pm

2. Agenda Approval

2.1 Additions

2.2 *Motion to approve agenda by Gail Shandro*

Carried

3. Minutes Approval

3.1 *Motion to approve September 20, 2016 minutes by Gaynor Levisky*

Carried

4. Business Arising From The Minutes

4.1 Partnership agreement with Town

-A detailed email was sent by Gaynor Levisky (July 28, 2016) outlining the specifics of the conversation she had with town staff on this topic
-The capital provided by the Town to work on specific facility/building needs of town buildings is from their overall life-cycling reserve
-It is highly recommended that the Library have an unrestricted life-cycling reserve fund in its budget

4.2 New Board member

-Sue Carpenter will be appointed to the Board in December, to start in January 2017
-Dawn Thome and Ian McCulloch have both indicated that they will reapply and will be re-appointed in December
-Susan Brauss will not be reapplying; her position will be open for appointment

5. Reports

5.1 Executive Director Report

-Executive Director referred Board Members to the monthly report that was emailed to all in advance of the meeting and highlighted items that have arisen subsequent to the preparation of that report

5.2 Finance Committee Report

-Treasurer presented the financial report for September 2016
-The Board requested that the Committee continue to report monthly

5.3 Personnel Committee Report

-Chairman deferred the Committee's report to an In Camera session

5.4 Bylaw and Policy Committee Report

-Gail Shandro presented the Committee's report
-Updated draft bylaws were reviewed and the Board requested additional changes to Schedules B and C
-Gail Shandro will make the changes and once approved by Chairman and Vice-Chairman, the final draft will be submitted to the Town for approval
-Motion to approve first reading by Gaynor Levisky *Carried*
-Motion to approve second reading as amended by Gaynor Levisky *Carried*
-Motion to do third reading by Gaynor Levisky *Carried*
-Motion to approve third reading as amended by Gaynor Levisky *Carried*
-Gail Shandro will be proceeding with the updating of Policies next

5.5 Strategic Planning Committee Report

-Vice-Chairman presented the Committee's report
-Plans for upcoming Community Engagement were discussed, including Vice-Chairman working with an FCSS Advisory Committee to see how information gathered can be used by the Library

5.6 Marigold Report

-Susan Roper was unable to attend, but provided a document with highlights from the last Marigold Board meeting in her absence

Motion to accept all reports as information by Gaynor Levisky

Carried

6. New Business Items

6.1 Friends of the Nan

-Chairman informed the Board that the Friends need additional active members to retain their society status and continue to fundraise for the Library
-Chairman will be attending the next Friends Board meeting in November

6.2 Library Card Fees
-Motion to eliminate the family membership and its associated fee, and update Schedule C Library Card Fees in the Bylaws accordingly, to be implemented effective December 1, 2016 by Gail Shandro **Carried**

6.3 Board Meetings in Nov/Dec & Budget Presentation to Town
-Chairman, Treasurer and Executive Director will be presenting 2017 budget to the Town on November 14th
-The Board agreed on having one meeting before the end of the year, to be held on November 29, rather than having both a November and December meeting

7. Correspondence
None

8. Public Question Period
-A question was asked about the number of new Board member positions that would be available at the end of the year
-Clarification was also given to a question about the family memberships

9. In Camera
Motion to proceed In Camera at 8:30pm by Chairman **Carried**

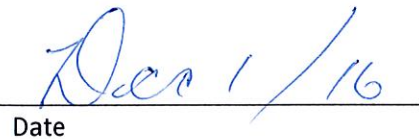
Motion to leave In Camera at 8:40pm by Chairman **Carried**

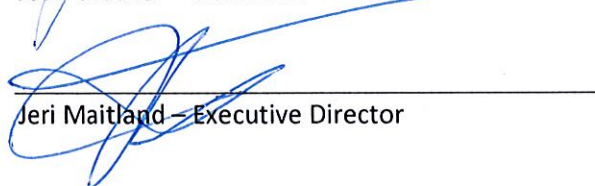
Motion that the Salaried Staff Handbook (to be Schedule B of the Personnel Policy) be accepted as amended, effective January 1, 2017 by Chairman **Carried**

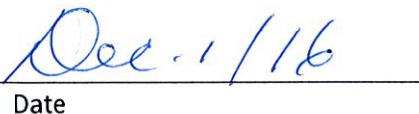
10. Next Meeting & Adjournment
-Next meeting will be November 29, 2016 at 6:30pm
-Meeting was adjourned by the Chairman at 8:45pm

Minutes approved by:


Joan Urschel -- Chairman


Date


Jeri Maitland -- Executive Director


Date