

MINUTES

Town of Cochrane Library Board
Tuesday, May 17, 2016

Trustees Present:

Joan Urschel
Gail Shandro
Dawn Thome
Ian McCulloch
Susan Brauss

Staff Present:

Jeri Maitland – Executive Director
Karen Robertshaw – HR Administrator
Andrea Johnston – Librarian
Gail Ames

Trustees Absent:

Gaynor Levisky

Guests Present:

Rh'ena Oake – CUPE President
Lindsay Jeans – Olive West Design Co.
Laura Olsen & Laura Daniels – Pricewaterhouse
Susan Roper – Marigold Representative

Public:

None

1. Call to Order

The meeting was called to order by the Chairman at 6:33 pm

2. Agenda Approval

2.1 Additions

9.2 Launch of Reading Garden and Children's Area
9.3 Building Deficiencies

2.2 *Motion to approve agenda as amended by Susan Brauss*

Carried

3. Minutes Approval

3.1 *Motion to approve April 19, 2016 minutes by Gail Shandro*

Carried

4. Presentation – Laura Olsen and Laura Daniels, Pricewaterhouse auditors

-Board members were provided with copies of the Final Audit Findings report and draft audited financial statements

-The auditors reviewed their findings and discussed how the audit went overall

-Changes to Appendix A-Related Parties of the management representation letter were identified and will be changed by the auditors in the final copy

-The financial statements will be finalized once the issue of the Library name is resolved by way of a legal name search

Motion to approve the 2015 audited financial statements with proposed amendments by Susan Brauss

Carried

5. Presentation – Gail Ames, Medieval Day

-Gail shared the plans for the Library's Medieval Day event planned for July 23 from 10am-4pm

6. Presentation – Lindsay Jeans, Olive West Design Co.

-Lindsay presented the Board with three potential branding themes for their consideration and feedback

-The two most popular themes will be fine-tuned and shared with the public for feedback

7. Business Arising From The Minutes

7.1 Committee Mandates

-Chair discussed the revised mandates of the Personnel and Finance Committees that were provided to Board members in advance of the meeting

-Other committee mandates will be brought to future meetings

7.2 Jasper Conference Comments

-Executive Director, Dawn Thome, and Ian McCulloch shared their feedback on attending the Jasper ALC conference in April and the Board discussed continuing to have staff and Board members attend each year

7.3 Marigold Conference Comments

-Executive Director, Chair, Ian McCulloch, and Dawn Thome shared their feedback on attending the Marigold Members' Workshop on May 11

7.4 IT Technology Plan Update

-Executive Director and Ian McCulloch will be working with Richard at Marigold to do an IT assessment and refresh plan and they will have an update for the June meeting

8. Reports

8.1 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

Motion to accept the Executive Director Report as information by Gail Shandro

Carried

8.2 Financial Committee Report

-Treasurer presented the financial report for April 2016 and clarified some questions regarding specific line items

-Treasurer and Executive Director will be working on clarifying the current building lease with the Town and will begin preliminary work on 2017 budget next week

-Treasurer will clarify current insurance coverage and identify any remaining needs

Motion to accept the Financial Committee Report as information by Susan Brauss

Carried

8.3 Personnel Committee Report

-Chair discussed areas to be considered by the Committee in developing and editing the Personnel Policy

Motion to accept the Personnel Committee Report as information by Gail Shandro

Carried

8.4 Bylaw and Policy Committee Report

-Gail Shandro updated the Board on the Committee's plans to move forward with the next draft of bylaws and discussed the potential process for approval when completed

-Gail will arrange a meeting with Director to address specific questions and then schedule the Committee's next meeting

Motion to accept the Bylaw and Policy Committee Report as information by Ian McCulloch

Carried

8.5 Strategic Planning Committee Report

-Dawn Thome provided an update on the strategic planning areas and identified the areas of interest for each Board member

-Fundraising is an area that is in need of Board member involvement/interest

-Partnership agreement with the Town of Cochrane needs to be established

-Executive Director will meet with staff for their input in June

Motion to accept the Strategic Planning Committee Report as information by Susan Brauss

Carried

8.6 Marigold Report

-Susan Roper discussed the value of our Marigold investment, increases to Marigold fees and confirmed that next year's Marigold grant will be based on 2015 population figures

Motion to accept Marigold Report as information by Dawn Thome

Carried

9. New Business Items

9.1 Board Training Workshop June 4

-Upcoming sessions are June 4 in High River and June 18 in Didsbury

-The Board discussed mandatory attendance as part of orientation for any new members

9.2 Launch of Reading Garden and Children's Area

-Executive Director will email potential dates for each event to Board members and requested they attend and provide names of invitees

9.3 Building Deficiencies

-Executive Director showed the Board a report she has prepared that describes and includes photos of the various building deficiencies. The Board discussed the need for a facilities assessment and the importance of a lifecycle plan for this facility.

10. Correspondence

None

11. Public Question Period

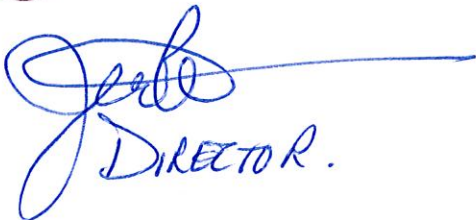
None

12. Next Meeting & Adjournment

- AGM will be Tuesday, June 14, 2016 at 6:30 pm
- Regular board meeting will follow the AGM on Tuesday, June 14, 2016
- Meeting was adjourned by the Chairman at 9:28 pm


VICE-CHAIR

July 28, 2016


DIRECTOR.

July 28/16