

MINUTES

The Town of Cochrane Library Board
Tuesday, May 15, 2018

Trustees Present:

Cyndie Baum – Chairman
Lori Eberhardt – Vice Chairman
James Foran – Treasurer
Joan Urschel
Dean Rask
Susan Flowers
Jeff Covey

Staff Present:

Jeri Maitland – Executive Director

Guests Present:

Elsa Gee – President, CUPE Local 1169

Trustees Absent:

None

Public:

None

1. Call to Order

The meeting was called to order by the Vice Chairman at 7:04pm

2. Agenda Approval

2.1 Additions

5.3 Personnel Committee elections

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

Carried

3. Minutes Approval From Last Meeting

3.1 *Motion to approve April 24, 2018 minutes by Treasurer*

Carried

4. Business Arising From The Minutes

4.1 Tri-Land Committee update

-Susan Flowers provided update; applications close May 25th and interviews will be held following closing date. Susan Flowers will be Chair of the Committee.

4.2 Alberta Library Conference – Jasper

-Executive Director and Vice Chairman gave overview of Jasper conference sessions. Chairman also reported on this conference at the working meeting.

5. New Business Items

5.1 Survey update

-Vice Chairman reported on the status of survey and sign-up sheet for upcoming community events. Please see Dropbox for sign-up sheet. Report on survey responses will be given at June meeting.

5.2 Motion approvals from working meeting (the order of the approvals have been changed to provide clarity)

5.2.1 Policy 1, Section 3.6 Personnel

***Motion to amend Section 3.6 of Policy 1 as follows by
Joan Urschel***

Carried

Remove regular performance reviews. Should read as follows:

- Hiring the Executive Director and monitoring and reviewing performance through annual performance reviews

5.2.2 Policy 3, Section 1.3

***Motion to amend Section 1.3 of Policy 3 as follows by
Joan Urschel***

Carried

Add:

- Expectations related to volunteers can be found in Volunteer Guidelines Schedule **3F**

5.2.3 Policy 1, Section 7 Responsibilities of a Board Member

***Motion to amend Section 7 of Policy 1 as follows by
Joan Urschel***

Carried

Add:

- Trustees shall use designated email accounts and not use personal email accounts to carry out Board business, tasks or responsibilities.

5.2.4 Policy 1, Section 1.6

***Motion to amend Section 1.6 of Policy 1 as follows by
Joan Urschel***

Carried

Add:

- The Board will follow established recruitment procedure as outlined in Dropbox.

5.2 Motion approvals from working meeting (Continued)

5.2.5 Policy 1, Section 8.1 Board Member Orientation

***Motion to amend Section 8.1 of Policy 1 as follows by
Joan Urschel***

Carried

Will now read:

- When a Board member is appointed to the Board, they will, under the direction of the Board Chair or designate:
 - Meet with the Board Chair or designate to review the responsibilities and functions of the Board and of an individual Board member; and
 - Receive and review Cochrane Public Library Board New Member Orientation Checklist and expectations for completion. Completed checklist will be scanned and stored in a secure file in Dropbox. Checklist will be continuously improved by the Board.

5.2.6 Policy 1, Section 10.4 Election of Officers

***Motion to amend Section 10.4 of Policy 1 as follows by
Joan Urschel***

Carried

Change previous wording "Officers will be elected at the Annual General Meeting" to revised wording "Officers will be elected annually at the first meeting of the calendar year"

5.2.7 Policy 1, Section 12.4 Board Committees

***Motion to amend Section 12.4 of Policy 1 and Schedule 1A as follows
by Joan Urschel***

Carried

Section 12.4 Board Committees will now read:

- The standing committees for the Library are the Personnel and Finance committees. See Schedule 1A for mandates following Policy 1A.

5.2 Motion approvals from working meeting (Continued)

5.2.7 Policy 1, Section 12.4 Board Committees (Continued)

Schedule 1A will now read:

STANDING COMMITTEES

1. Personnel Committee

Members:

Consists of three Board Members, including the Chair.

Mandate:

- Performs annual performance review of the Executive Director; and
- Works with Union Representative during contract negotiations.

2. Finance Committee

Members:

Consists of up to two Board members including the Treasurer. The Chair (or Vice Chair) is an ex officio member. The Executive Director (CEO) is a non-voting member.

Mandate:

- Meets at least eight times a year and reports at each Board Meeting;
- Prepares annual budget proposal in consultation with the Executive Director (CEO) and makes recommendations to the Board;
- Participates in budget presentation to Council;
- Reviews annual audited financial statements and makes recommendations to the Board; and
- Previews upcoming issues that have significant financial impact and makes appropriate recommendations to the Board.

5.2 Motion approvals from working meeting (Continued)

5.2.7 Policy 1, Section 12.4 Board Committees (Continued)

AD HOC COMMITTEES

This section will read:

All other committees are struck as need arises. These committees will be appointed and ratified by the Board at a Board meeting.

5.3 Personnel Committee Elections

-The Board agreed to nominate Chairman, Vice Chairman, and Treasurer for Membership on the Personnel Committee

***Motion to nominate Chairman for Personnel Committee by
Dean Rask***

Carried

***Motion to nominate Vice Chairman for Personnel Committee by
Susan Flowers***

Carried

***Motion to nominate Treasurer for Personnel Committee by
Joan Urschel***

Carried

All nominees were elected to membership on the Personnel Committee by unanimous votes.

6. Reports

6.1 Executive Director Report

-Executive Director highlighted significant changes and events since the last monthly report was sent out and noted upcoming events and changes

6.2 Finance Committee Report

-Treasurer presented the April 2018 financial report which was sent out in advance of the meeting

6.3 Marigold Report

-No report

Motion to accept all reports as information by Dean Rask

Carried

7. Public Question Period

None

8. Next Meeting & Adjournment

-Next meeting will be Tuesday, June 19 at 7:00pm

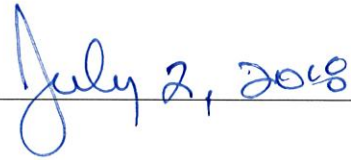
-Meeting was adjourned by the Chairman at 8:09pm

Minutes approved by:



Cyndie Baum – Chairman

Date



Jeri Maitland - Executive Director

Date

