

MINUTES

The Town of Cochrane Library Board

Tuesday, April 24, 2018

Trustees Present:

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

Staff Present:

Jeri Maitland – Executive Director
Karen Robertshaw – HR Administrator

Guests Present:

Elsa Gee – President, CUPE Local 1169
Shaun Pilling – MNP (auditors)

Trustees Absent:

Jeff Covey

Public:

None

1. Call to Order

The meeting was called to order by the Chairman at 7:02pm

2. Agenda Approval

2.1 Additions

5.7 Recorded amendment process

2.2 *Motion to approve agenda as amended by Dean Rask*

Carried

3. Minutes Approval From Last Meeting

3.1 *Motion to approve March 27, 2018 minutes by Susan Flowers*

Carried

4. Business Arising From The Minutes

4.1 Auditor's report

-Shaun Pilling from MNP presented the 2017 audit report and discussed highlights of the audited financial statements

4.2 Approval of auditor's report

Motion to approve the 2017 audited financial statements by Dean Rask

Carried

4.3 Casino fundraiser progress

-Friends still need more members/volunteers and staff and Board are encouraged to check with friends and family; info can be sent to Jeri to add to Friends sign up sheet

4.4 Emergency Response Plan presentation

-The most recent emergency response plan is from 2014 and will be uploaded to Dropbox for Board members to access/review

5. New Business Items

5.1 Tool Lending Library document update

-Dean Rask has reviewed the waiver developed for the Tool Lending Library and the document is now in use

5.2 Update on Letter of Understanding

-Dean Rask has reviewed the letter of understanding between the Hinton Library and the Town of Hinton and will review the Medicine Hat letter as well when it is available, as a reference in moving forward towards a civic partnership agreement with the Town

-Susan Flowers will send Executive Director the Town's Civic Partnership document template

5.3 Carpet update

Motion to have the Board support further discussions with the Town to clarify their roles and responsibilities and advocacy efforts, as the Board is concerned that carpet repairs are inadequate *Carried*

5.4 Council Tri-Land Committee

-This Committee will consist of Susan Flowers and 8 public members

-The Board discussed the importance of having Board representation on the Committee; the Board will be informed when applications are being accepted

5.5 Motion approvals from working meeting

-No motions arose from the working meeting

5.6 Tree planting update

-Susan Flowers shared details of lilac tree planting taking place at the Library on June 4th in recognition of elder abuse awareness

5.7 Recorded amendment process

Motion to add a record of amendment dates to Board policies as per example provided by Lori Eberhardt *Carried*

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 March 2018 financial report which was sent out in advance of the meeting

6.3 Marigold Report

-No report

-Karen Robertshaw will email the most recent Marigold report to the Board

Motion to accept all reports as information by Joan Urschel

Carried

7. Public Question Period

None

8. Next Meeting & Adjournment

-Next meeting will be Tuesday, May 15 at 7:00pm

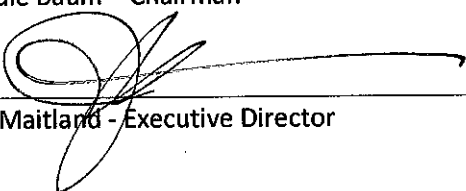
-Meeting was adjourned by the Chairman at 8:25pm

Minutes approved by:



Cyndie Baum - Chairman

6/04/18
Date



Jeri Maitland - Executive Director

6/04/18
Date