

## MINUTES

The Town of Cochrane Library Board  
Tuesday, January 16, 2018

### Trustees Present:

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

### Staff Present:

Jeri Maitland – Executive Director  
Karen Robertshaw – HR Administrator

### Guests Present:

Elsa Gee – President, CUPE Local 1169

### Trustees Absent:

James Foran

### Public:

None

#### 1. Call to Order

The meeting was called to order by the Chairman at 6:36pm

#### 2. Election of officers: Chair/Vice Chair – re-election; Treasurer; Secretary

-Following the election of Co-Chairs at the November 30, 2017, the Town has asked that the Board now assign a Chairman and Vice Chairman; the Treasurer position also became vacant following the resignation of Pat Neal on January 3, 2018

*Motion to nominate Cyndie Baum as Chairman by Lori Eberhardt*

*Carried*

*Motion to nominate Lori Eberhardt as Vice Chairman by Dean Rask*

*Carried*

-There were no other nominees and the trustees nominated were elected in unanimous votes by the Board

-The election for the Treasurer position was tabled to New Business, see item 6.6 below

-Executive Director will stay in the role of Secretary to the Board

#### 3. Agenda Approval

##### 3.1 Additions

- 6.6 Election of Treasurer
- 6.7 Response to Council comments
- 6.8 Alberta Libraries Conference (Jasper)
- 6.9 Revisit item 6.4 from November 21 minutes

##### Amendments

- 6.1 Change "Policy 14.2 to "Policy 1 - #6"

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

*Carried*

#### 4. Minutes Approval From Last Meeting

4.1 *Motion to approve November 21, 2017 minutes by Joan Urschel*

*Carried*

4.2 *Motion to approve November 30, 2017 minutes by Susan Flowers*

*Carried*

## 5. Business Arising From The Minutes

### 5.1 Strategic Planning Retreat

- Retreat for all Board members and Executive Director has been scheduled for the full day on Saturday February 10 (9:30am-6pm at Toyota, dinner to follow)
- Chairman and Vice Chairman will prepare draft agenda for the day and send out to the Board by January 29 for review and feedback
- Board members are encouraged to review the current strategic plan and plan of service prior to the retreat

### 5.2 PLSB Training update (Jeri)

- The next scheduled training session is coming up in Leduc
- PLSB has been contacted regarding hosting a session in Cochrane; Executive Director will provide any updates on this

### 5.3 Motion 5.4 (November 21 minutes)

***Motion to amend wording of motion under Item 5.4 2018 Community Engagement in the November 21, 2017 minutes as follows***

***by Dean Rask***

***Carried***

***Amended motion: Motion to table further discussion of 2018 community engagement to the future Board strategic planning retreat***

***Original motion: Motion to have Executive Director put together a plan for 2018 community engagement to be presented to the Board in February***

### 5.4 Motion 5.8 (November 21 minutes)

***Motion to table further discussion of options/models of Board governance to the strategic planning retreat on February 10, 2018 by Lori Eberhardt Carried***

### 5.5 Motion 7.1.1 (November 21 minutes)

***Motion to amend motion under 7.1.1 Executive Director work plan in the November 21, 2017 minutes as follows by Dean Rask***

***Carried***

***Amended motion: Motion to table further discussion of Executive Director work plan and related topics to the future Board strategic planning retreat***

***Original motion: Motion to have Executive Director develop a 2018 work plan that will be reviewed every six months***

### 5.6 Motion 6.3 (November 21 minutes)

- Further discussion of this previously tabled item was determined to be unnecessary at this time and it has now been tabled indefinitely

**5.7 Volunteer Policy approval**

-Chairman referred Board members to copies of proposed policy and opportunity for feedback was provided; Executive Director responded to feedback and provided clarification on some items

***Motion to approve the Volunteer Policy presented and determine the appropriate placement for it within the Board policies by Joan Urschel Carried***

-The Board identified Volunteer recognition as a potential topic for discussion at the upcoming strategic planning retreat

**5.8 Casino fundraiser progress (Joan)**

-The Friends have continued with the application process and are now awaiting a casino date

**5.9 #5 point 3 (November 30 minutes)**

-The Board agreed to discuss this item regarding board member roles and responsibilities further at the upcoming Board strategic planning retreat

**5.10 Motion 5 (November 30 minutes)**

***Motion to amend motion under Item 5 from November 30, 2017 draft minutes as follows by Lori Eberhardt Carried***

*Amended motion:*

*Chairman and Vice Chairman will begin organizing Board member retreat and will prepare outline for distribution by January 29, 2017*

*Original motion:*

*Motion for Executive Director and Karen Robertshaw to begin organizing a Board member retreat and prepare and outline for the January meeting by Susan Flowers*

**6. New Business Items**

**6.1 Opportunities for improvement from December grievance**

-Proposed addition to Policy 1 - #6 (Code of Conduct) will be presented at the next regular board meeting on February 20, 2018 and Chairman also recommended the development of a digital communications policy

-Chairman proposed a revision to Policy 3.5.4 and provided copies of original and proposed new wording to Board members for review

***Motion to approve revision of Policy 3.5.4 presented by Dean Rask Carried***

*Original wording (delete):*

*All records of performance reviews will be kept in a locked file under the supervision of the Executive Director*

*Revised wording (add):*

*All documented information on Executive Director's performance review shall be kept in a Dropbox folder and made accessible by Executive*

*Director and the Personnel Committee (which consists of the Chairman and Vice Chairman) only. No hard or soft copies shall be kept by anyone outside of Dropbox. The Personnel Committee shall provide the Board a summary of findings but not the actual Performance Review document.*

-Chairman proposed adding a new item under to Policy 7 and provided copies of proposed addition to Board members for review

***Motion to approve addition of a new item under Policy 7 as follows by Susan Flowers*** ***Carried***

*Revised wording (add):*

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

**6.2 Recognition of past trustee members**

-Chairman and Vice Chairman presented findings after researching other libraries' policies regarding recognition of outgoing trustees as well as proposed a sample letter; copies of sample letter were provided

***Motion to approve sending the sample letter presented to former Board members within one month of resignation or end of term by Susan Flowers*** ***Carried***

**6.3 Approval for Staff PD Day, May 16, and Library closure**

***Motion to approve Library closure for the full day on May 16, 2018 to allow all staff to attend the Marigold Workshop (PD) by Lori Eberhardt*** ***Carried***

-Board members are also invited and encouraged to attend the full day workshop, registration information will be provided as it approaches

**6.4 2018 Cost of Living Adjustment for salaried staff**

***Motion to match the 2018 Cost of Living Adjustment approved by the Town of Cochrane, for all salaried staff, effective January 1, 2018 by Joan Urschel*** ***Carried***

**6.5 Approval of extended operating hours**

***Motion to approve proposed extension of operating hours as outlined in 2018 operating grant application to the Town by Susan Flowers*** ***Carried***

**6.6 Election of Treasurer**

***Motion to nominate James Foran as Treasurer via email subsequent to meeting, with vote to be taken via email by Lori Eberhardt*** ***Carried***

-In an online vote on January 19, 2018, James Foran was elected Treasurer; this role will be effective immediately

**6.7 Response to Council comments**

-The Board prepared an advocacy timeline up to February 10 and beyond to address these specific concerns and support ongoing advocacy

**6.8 Alberta Libraries Conference (Jasper)**

-This conference will take place in Jasper on April 26, 27 & 28, 2018  
-Board members are encouraged to consider whether they would like to attend; the number of board members that may attend is dependent on the budget

**6.9 Revisit item 6.4 from November 21 minutes**

-Follow up discussion was had regarding this item and Librarian job descriptions will be made accessible to the Board and professional staff

**7. Reports**

**7.1 Executive Director Report**

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

**7.2 Finance Committee Report**

-Karen Robertshaw referred board members to the December 2017 financial report provided and highlighted key items

**7.3 Marigold Report**

-No report

*Motion to accept all reports as information by Susan Flowers*

*Carried*

**8. Public Question Period**

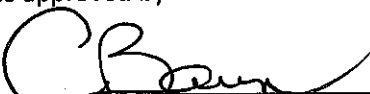
None

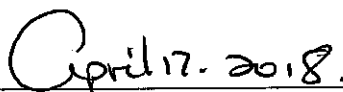
**9. Next Meeting & Adjournment**

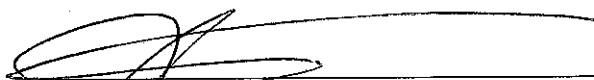
-Next meeting will be Tuesday, February 20, 2018 at 6:30pm (this meeting was subsequently cancelled, and the next regular meeting was re-scheduled for March 27, 2018)

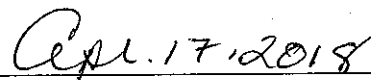
-Meeting was adjourned by the Chairman at 9:06pm

Minutes approved by:

  
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Cyndie Baum - Chairman

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jeri Matland - Executive Director

  
\_\_\_\_\_  
Date