

MINUTES

The Town of Cochrane Library Board

Tuesday, June 19, 2018

Trustees Present:

Cyndie Baum – Chairman
Lori Eberhardt – Vice Chairman
Joan Urschel
Susan Flowers
Jeff Covey

Trustees Absent:

James Foran – Treasurer
Dean Rask

Staff Present:

Jeri Maitland – Executive Director
Karen Robertshaw – HR Administrator

Guests Present:

Elsa Gee – President, CUPE Local 1169
Michelle Toombs – CEO, Marigold
Susan Roper – Marigold Representative

Public:

None

1. Call to Order

The meeting was called to order by the Chairman at 7:10pm

2. Agenda Approval

2.1 Additions

6.3.1 In Camera (Wage & Pension)

6.6 Civic Partnership

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

Carried

3. Minutes Approval From Last Meeting

3.1 *Motion to approve May 15, 2018 minutes with edits from working meeting by Joan Urschel*

Carried

4. Marigold Presentation

-Michelle Toombs and Susan Roper gave a presentation regarding the services and value provided by Marigold

5. Business Arising From the Minutes

5.1 Update on expansion project draft report (Wish List)

-Executive Director has prepared draft report, available to be viewed but not edited by Board members in Dropbox. Any comments regarding the wish list can be added by Board members to the separate draft worksheet also available in Dropbox.

5.2 Update on PLSB Board Basics workshop

-Board members in attendance shared their key learnings/takeaways from the session

6. New Business Items

6.1 Update on Plan of Service (2018)

-An updated 2018 Plan of Service has been prepared and submitted to PLSB; a new 2019-2021 Plan of Service will need to be prepared by June 2019

6.2 Update on Executive Director Annual Review

-This item was discussed during the working meeting held prior to the regular Board meeting

6.3 Report to Community completion date

-Executive Director proposed having a report prepared for approval at September Board meeting

6.3.1 In Camera

Motion to go in camera at 8:10pm by Chairman

Carried

Motion to leave in camera at 8:45pm by Chairman

Carried

-The Board approved the two recommendations regarding wage and compensation of the Executive Director as discussed in the In-Camera

6.4 3 Year Budget

-Executive Director presented the 3 year draft budget for 2019-2021 to be provided to the Town

Motion to approve the 3 year draft budget by Chairman

Carried

6.5 Friday Hours

Motion to change Friday hours to close at 6pm effective July 6, 2018 by Joan Urschel

Carried

6.6 Civic Partnership

-Executive Director will draft a document; update to be provided at September meeting

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

7.3 Marigold Report
-No report

Motion to accept all reports as information by Lori Eberhardt

Carried

8. Public Question Period

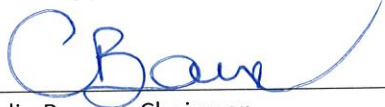
None

9. Next Meeting & Adjournment

-Next meeting will be Tuesday, September 18 at 7:00pm

-Meeting was adjourned by the Chairman at 9:00pm


Minutes approved by:



Cyndie Baum – Chairman

October 23, 2018

Date



Jeri Maitland - Executive Director

Sept. 25/18

Date