

MINUTES

The Town of Cochrane Library Board
Tuesday, March 27, 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

Trustees Absent:

None

Public:

None

1. Call to Order

The meeting was called to order by the Chairman at 7:00pm

2. Agenda Approval

2.1 Additions

- 4.4 Item 6.1 (January 16, 2018 minutes)
- 5.3 Update on Board member interviews

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

Carried

3. Minutes Approval From Last Meeting

3.1 *Motion to approve January 16, 2018 minutes as amended by Joan Urschel*

Carried

4. Business Arising From The Minutes

4.1 **PLSB Board training onsite - update**

-Executive Director reported that PLSB is only planning to put on 2 training sessions during the year, with locations still to be determined. The Library's interest in hosting a session in Cochrane has been expressed to PLSB and the Board will be kept updated as any new information becomes available.

4.2 **Casino fundraiser progress**

-Executive Director will be meeting with Friends next week to get an update on the Casino application status; the society may still need more members in order to submit the application
-The Board clarified that they will be able to volunteer for the casino but cannot be members of the Friends for this purpose

4.3 **Update of the Board retreat**

-Chairman referred the Board to the summary notes of the retreat sent out prior to the meeting and encouraged Board members to review and bring back any comments or feedback going forward

4.4 Item 6.1 (January 16, 2018 minutes)

-Further discussion regarding a proposed addition to Policy 1 - #6 (Code of Conduct) noted in the January 16, 2018 minutes was tabled to the next meeting

5. New Business Items

5.1 Approval of PLSB Annual Report

Motion to approve the 2017 PLSB Annual Report by Vice Chairman Carried

5.2 Code of Conduct signing (Town)

-Board members signed copies of the Town of Cochrane Code of Conduct provided; copies will be returned to the Town on their behalf by Karen Robertshaw

5.3 Update on Board member interviews

-Chairman reported that interviews were completed, and a candidate's name will be put forward for appointment to the Board at the next Town Council meeting

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, including an update on the flooring in the Library

Motion (made subsequent to meeting via email on March 13 and voted on via email) to approve closure of the Library on Saturday, March 31 and Monday, April 2 to enable flooring installation and carpet cleaning by Lori Eberhardt Carried

6.2 Finance Committee Report

-Treasurer presented the February 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

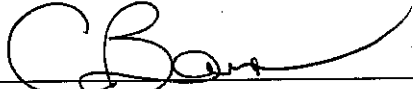
None

8. Next Meeting & Adjournment

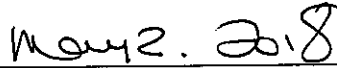
-Next meeting will be Tuesday, April 24, 2018 at 7:00pm (to be preceded by a Board-only planning meeting and dinner at 5:30pm)

-Meeting was adjourned by the Chairman at 7:55pm

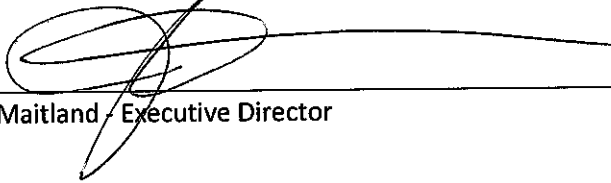
Minutes approved by:



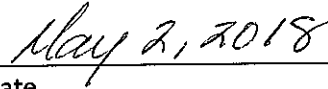
Cyndie Baum – Chairman



Date



Jeri Maitland - Executive Director



Date