

## MINUTES

The Town of Cochrane Library Board  
Tuesday, September 25, 2018

### Trustees Present:

Cyndie Baum – Chairman  
Lori Eberhardt – Vice Chairman  
Joan Urschel  
Dean Rask  
Jeff Covey

### Staff Present:

Jeri Maitland – Executive Director  
Karen Robertshaw – Accounting & HR Manager

### Guests Present:

Elsa Gee – President, CUPE Local 1169

### Trustees Absent:

James Foran – Treasurer  
Susan Flowers

### Public:

None

#### 1. Call to Order

The meeting was called to order by the Chairman at 7:09pm

#### 2. Agenda Approval

##### 2.1 Additions

- 4.3 Update on surveys
- 5.3 Expansion of Board
- 5.4 Field trip

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

*Carried*

#### 3. Minutes Approval From Last Meeting

##### 3.1 *Motion to approve June 19, 2018 minutes by Jeff Covey*

*Carried*

#### 4. Business Arising From the Minutes

##### 4.1 Update on Report to Community

-Further discussion of this item has been postponed until more information is available

##### 4.2 Update on Civic Partnership

-Further discussion of this item has been postponed until more information is available

##### 4.3 Update on surveys

-Vice Chairman provided an overview of survey results gathered in July; Karen Robertshaw will scan and archive surveys in Dropbox and compile results in Survey Monkey for future reference

**5. New Business Items**

**5.1 Christmas closure**

*Motion to close the Library for the full day on December 24<sup>th</sup> and 31<sup>st</sup> by Dean Rask*

*Carried*

**5.2 Union negotiations**

-Jeff Covey volunteered to participate in union negotiations, which will likely begin in early 2019

**5.3 Expansion of Board**

-Joan Urschel asked the Board to look into the benefits of adding another member to the Board  
-Chairman will review the Board's skills matrix document and discuss with Ken Allen at PLSB to consider if another member is needed at this time

**5.4 Field trip**

-Executive Director will determine the date and plan; updates will be provided to the Board as soon as possible

**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**

-Karen Robertshaw presented the August 2018 financial report

**6.3 Marigold Report**

-No report

*Motion to accept all reports as information by Dean Rask*

*Carried*

**7. Public Question Period**

None

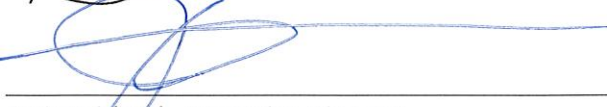
**8. Next Meeting & Adjournment**

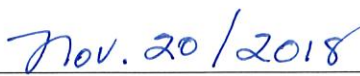
-Next meeting will be Tuesday, November 20 at 7:00pm  
-Meeting was adjourned by the Chairman at 8:01pm

Minutes approved by:

  
\_\_\_\_\_  
Cyndie Baum - Chairman

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Jeri Maitland - Executive Director

  
\_\_\_\_\_  
Date