



**The Town of Cochrane Library Board  
Board Meeting Minutes  
January 9, 2024 @ 7:00pm**

**Attendance:** Cyndie Baum, Rhonda Newman, Kirsten Senz, Christopher Gillespie, Patrick Wilson, Charles Love, Hank Pilotte, Christina Caouette, Monique Fiedler-Sills (Library Director)

1. Call to Order – **Cyndie Baum called the meeting to order 19:00**
2. Agenda Approval
  - 2.1 Additions to Agenda
  - 2.2 Approval of Agenda  
– **Moved Cyndie Baum, Seconded Kirsten Senz - Carried**
3. Minutes Approval from Last Meeting
  - 3.1 Approval of Minutes from Nov 14, 2023  
– **Moved Cyndie Baum, Seconded Christopher Gillespie - Carried**
4. Items for information
  - 4.1 Correspondence: Patron Concern re: Removal of Public Guest
  - 4.2 Correspondence: 2023 Minister's Awards
  - 4.3 2023 Minister's Awards for Municipal and Public Library Excellence
  - 4.4 2024 Approved Operating Grant- Town of Cochrane
  - 4.5 Patron Satisfaction Survey 2023
  - 4.6 Council Highlights
  - 4.7 Winter Guide 2024
5. Welcome to New Trustees

**Introduction of new members:**

*Charles Love*

  - *Human resources background*
  - *Policies and problem-solving skills*
  - *Chose this Board because libraries are a huge part of his life and has been a patron since joining one and getting his passion for reading.*

*Hank Pilotte*

  - *22+ year as Bank /Financial background (including Branch Manager and Regional Manager)*
  - *6+ Board experiences (President and Treasurer)*
  - *Seems like a great opportunity – was a patron back in BC but as his background is in banking, knowing how Boards work, being new to Cochrane, getting involved and giving back to the community.*



Christina Caouette

- Community based volunteering
- Event planning
- Fundraising background
- Combined three of her passions in one: loves community building, community, fundraising, and books.

## 6. Business Arising from the Minutes

### 6.1 2024-2026 Proposed Operational Budget Amendments

*Due to the funding allocation from the Town of Cochrane being a 6.22% increase, which is approximately half of our original ask, an amended budget has been created.*

*This amended budget has removed the costs associated with a feasibility study, the first step to a new building. A new building could provide partnerships with the multiple other community groups and business community.*

*We also lost the ability to hire a much-needed outreach service coordinator who will be the key person of our "Library has left the Building" outreach program and the primary use for our new vehicle.*

**Move Kirsten Senz, Seconded Christina Caouette to approve the operational budget - Carried**

### 6.2 Cochrane Toyota Library Vehicle

*Received the new vehicle from Cochrane Toyota - Toyota Canada's "Cars for Good" campaign aids local Toyota dealerships in supporting community initiatives. Cochrane Toyota, in partnership with Toyota Canada, is providing the Cochrane Public Library with a 2024 RAV4 Prime SE - EV Electric/Hybrid to aid in transporting programming, materials, and books to residents. The Library Board extends our deepest gratitude to Cochrane Toyota for their invaluable partnership, which has allowed the Library to expand our literacy programs beyond the physical confines of our building and reach a wider community.*



- 6.3 Safety and Use Bylaws and Terms of Reference Update
  - *Council approved Safety and Use Bylaws on January 8, 2024 and the Terms of Reference will be examined in February 2024.*
- 6.4 Town of Cochrane Council Spring Delegation
  - *This is an important opportunity to have the outreach coordinator position added to our budget.*
  - *Advocacy plan will be critical for this item.*
- 6.5 Outstanding Action Items
  - *Parliamentary session highlights*
  - *CRA rep - must be the Chair*
  - *Checking in on the legal matter*

## 7. Reports

- 7.1 Library Director Report
  - *Christmas Party was held on January 5<sup>th</sup>*
  - *Lloyd our custodian celebrated 25 years with Cochrane Library – the Board extends its congratulations*
  - *Patron Satisfaction Survey – the survey is first coded for discussion purposes. The Board requested a copy of the coded version for discussion purposes*
  - *Reviews the satisfaction survey to the proposed action items. These results also inform the upcoming programming and promotions calendars.*
  - *Friends of Cochrane Public Library raised \$600 on a Raffle Box initiative complete in December and over \$3067.37 from the book sale.*
  - *The CFEP grant request was submitted on January 8, 2024. We requested ~\$57,000. Additionally, we submitted a request of \$ 73,091 to fund the Outreach Coordinator for one year through the CIP Program.*

## 7.2 Finance Report

### 8.2.1 Budget to Actual Variance Report Nov 30, 2023

*Library will have a surplus in 2023 because we received two unexpected bumps to significant grants. 1) Our Alberta Operating Grant. This was the first increase in six years. 2) Rocky View County also provided a significant grant increase.*

*We also earned additional funds from sponsorships and private, corporate and government grants.*

**Moved Hank Pilotte, Seconded Kirsten Senz – approval of the reports. - Carried**



## 8. New Business

### 8.1 Annual Organizational Meeting

#### 8.1.1 Executive Positions

**Chair** – Rhonda Newman  
**Vice Chair** – Kirsten Senz  
**Secretary** – Christopher Gillespie  
**Treasurer** – Hank Pilotte  
**Past Chair** – Vacant

#### 8.1.2 Subcommittees

**Finance** – Chair, Vice Chair, and Treasurer (Committee Chair)

**Policy** – Kirsten Senz, Christopher Gillespie, Charles Love, and Rhonda Newman

**Advocacy** – Rhonda Newman, Kirsten Senz, Christopher Gillespie, Christina Caouette

**Personnel** – Hank Pilotte, Rhonda Newman, Kirsten Senz, Secretary, and Past Chair (as applicable)

#### 8.1.3 Friends of the Library Liaison

*Christina Caouette appointed as the Friends of the Library Liaison*

#### 8.1.4 Marigold Liaison

*Christopher Gillespie to remain as the Marigold representative.*

*Committees will decide their own Chair, except the Finance Committee.*

### 8.2 Marigold

*The Marigold Executive will be having a spring retreat to discuss matters of interest to member libraries. Board members invited to submit topic discussions to Christopher as the Marigold Rep.*

*The Board extends its warm thanks to Cyndie Baum for her service as Chair and being a long-standing Board member, friend, and supporter of the Library.*

## 9. Public Question Period

## 10. Next Meeting & Adjournment

**Adjourned at 19:46**



Minutes approved by:

*Rhonda Newman*

Rhonda Newman – Chair

*Feb 13/24*

Date

*Monique Fiedler-Sills*

Monique Fiedler-Sills – Library Director

*Feb 13, 2024*

Date

