



MOniq

**The Town of Cochrane Library Board
Board Meeting Minutes
Oct 17, 2023 @ 7:00pm**

Attendees: Cyndie Baum, James Foran, Rhonda Newman, Kirsten Senz, Monique Fiedler-Stills

Invites: Hank Pilotte, Mike Mathyk

Regrets: Morgan Nagel, Christopher Gillespie

1. Call to Order – **19:00**
2. Agenda Approval
 - 2.1 Additions to Agenda
 - 2.2 Approval of Agenda
 - **Motion to approve Agenda**
Moved Rhonda Newman, Seconded James Foran – approved.
3. Minutes Approval from Last Meeting
 - 3.1 Approval of Minutes from Sept 12, 2023
 - **Motion to approve Minutes from Sept 12, 2023 as amended with edits noted**
Moved Kirsten Senz, seconded Rhonda Newman – approved.
4. Items for information
 - 4.1 Draft Town of Cochrane Library Board Safety and Use Bylaws- Proposed Amendments October 2023
 - 4.2 Draft Town of Cochrane Library Board Policies- Proposed Amendments September 2023
 - 4.3 Draft Library Board Calendar Oct 2023 – Jan 2025
Cyndie noted Monique's contributions to this item and thanked her for her efforts.
 - 4.4 Draft Trustee Orientation Checklist- Sept 2023
Cyndie noted that this Checklist has been updated and going forward, should be completed within 3 months of a new Board member joining, and approved by the Chair. This is with a view to increase accountability for the Board.
5. New Business
 - 5.1 Holiday Closures: Christmas Eve & New Years Eve
Monique noted that she would like Board approval to close the Library on Christmas Eve and New Years Eve in 2023, as the Library is usually open from 12-5pm on Sundays, but the Union and Policy state that the Library closes at 1 pm on those holidays. It was noted that a review was conducted by Monique and that patron numbers very low on those dates in any event.



- **Motion to close the Library on Christmas Eve and New Years in 2023.**

Moved Cyndie Baum, seconded James Foran - approved.

5.2 Board Expenses: Staff Service Recognition

It was noted that it is important to retain staff and recognize them for their work. The policy item was approved some time ago but there is some catching up to do. Monique asked for approval for \$750 for staff gifts, and for \$1,500 for the staff Christmas party, as per previous years.

- **Motion: to approve \$2,250 from expenses for staff recognition and Christmas party.**

Moved James Foran, seconded Rhonda Newman - approved.

5.3 Town of Cochrane Library Board Policy Updates

Monique reminded the Board that this had been circulated to the Policy Committee, and that it is captured in the updated calendar that the Policy Committee will aim to review the Library's Policies month by month. Monique went through the proposed changes. A friendly discussion was held regarding the proposed changes.

- **Motion to approve the Town of Cochrane Library Board Policy as proposed with the exception of the Finance Committee meeting frequency, which shall stay as is.**

Moved Kirsten Senz, seconded Rhonda Newman - approved.

5.4 Safety and Use Bylaws Updates

Monique noted the reasons for the proposed changes, particularly around teen use, literacy, and resources, as well as potential drawbacks and possible solutions.

- **Motion to accept the Safety and Use Bylaws Update as presented.**

Moved James Foran, seconded Cyndie Baum - approved.

5.5 Proposed Library Board Calendar

Monique noted that the proposed calendar is a list of known items which can be amended from time to time as needed. Cyndie expressed the Board's appreciation of Monique for creating the calendar.

6. Business Arising from the Minutes

6.1 Board Member Recruitment Update

It was noted the Board is actively recruiting new Board members. New Board members will need to accept and agree with the Board's statement and mandate, as well as have a passion for the Library.

6.2 Cochrane ClubHouse Update

Monique provided an update that the BGC was awarded the contract for the Clubhouse. She noted she has engaged with BGC and both parties are looking forward to opportunities to work together.



6.3 Proposed Operational Budget 2024-2026 Update
Monique reported she met with the Town liaison regarding the proposed Budget, and that she will connect with relevant parties for further and next steps.

6.3 Outstanding Action Items
None.

7. Reports

7.1 Library Director Report

Monique drew the Board's attention to some highlights in her report. She noted the Library should be fully staffed by the end of October, and that the staff is excited to welcome more team members. Monique noted that April's coverage of Karen's maternity leave came to an end. She also reported that the Library received a donation of \$5,000 for the Lucky Day Collection for 2024, and noted there has been much community support for the program.

7.2 Finance Committee Report

James provided the Finance Committee report, and reported that there was nothing material to report. He reminded the Board that most funding has come in for this year, and that the Library has received \$33,000 in grants so far, exceeding the budget. James provided a brief overview of expenses and revenue. The Board briefly discussed the timing of the Friends of the Library donation.

- **Motion to approve the Library Director Report and the Finance Committee Report as circulated and presented.**

Moved Cyndie Baum, seconded Rhonda Newman - approved.

8. Public Question Period

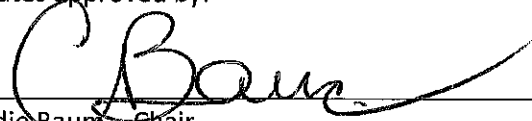
Cyndie thanked Hank for coming. Hank had no questions and thanked the Board and Monique for the invitation.

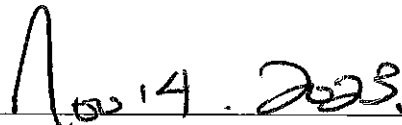
9. Next Meeting & Adjournment

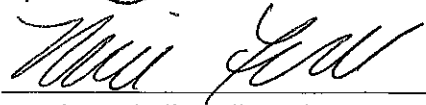
November 14, 2023

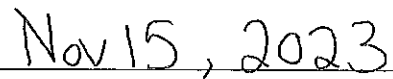
Adjourned 20:00

Minutes approved by:


Cyndie Baum – Chair


Date Nov 14, 2023


Monique Fiedler-Sills – Library Director


Date Nov 15, 2023