

DRAFT MINUTES

The Town of Cochrane Library Board

Tuesday, January 10, 2023

Trustees Present:

Cyndie Baum- Chair
Jeff Covey-Past Chair
Rhonda Newman-Vice Chair
James Foran-Treasurer
Christopher Gillespie- Secretary
Kirsten Senz
Morgan Nagel

Staff Present:

Monique Fiedler-Sills-Library Director

Guests Present:

None

Public:

None

Trustees Absent: None

1. Call to Order

The meeting (held in person and via Teams) was called to order by Jeff Covey at 7:06 pm

2. Agenda Approval

2.1 Additions

None

2.2 Motion to approve agenda by Cyndie Baum

Carried

3. Minutes Approval from Last Meeting

3.1 Motion to approve November 8, 2022 minutes as amended by James Foran

Carried

4. Items for Information

4.1 Patron Satisfaction Survey Responses 2022

4.2 Plan of Service Facilitation Proposal Dec 2022

4.3 Trustee Application

4.4 Correspondence: Minister of Municipal Affairs

4.5 Correspondence: Marigold 2022 Salary Survey

4.6 Correspondence: CPL 2023-2025 Funding Request

5. New Business

5.1 Board Recruitment: Trustee Applicant

-The Board welcomes new trustee, Christopher Gillespie and may consider amending current guidelines to allow for additional Board members with required skill sets. Will potentially revisit in February

5.2 Library Board Executive

Motion to nominate Cyndie Baum for Chair by Rhonda Newman

Carried

Motion to reinstate the Past Chair role as a formal member of the Board with details to be determined at a later date by Cyndie Baum **Carried**

Motion to nominate Christopher Gillespie as Secretary by James Foran **Carried**

Motion to nominate James Foran as Treasurer by Cyndie Baum **Carried**

Motion to nominate Rhonda Newman as Vice Chair by Cyndie Baum **Carried**

-There were no other nominations and all nominees were elected by acclamation

-The Board will further refine executive roles in the coming months

5.3 Library Board Policy 2-4, 6-8

-Kirsten Senz and Monique Fiedler-Sills provided recommended edits to policy, including the addition of a social media policy, records retention schedule, service recognition, and volunteer job description

-Kirsten Senz noted that the next policy review should further condense existing policy

-Monique Fiedler-Sills will incorporate the changes and any further edits provided by the Board for final approval at the next meeting

-Monique Fiedler-Sills will send out the revised policy manual every time there is an update

5.4 Plan of Service Facilitation

-The Board discussed reducing the Plan of Service to a three-year timeline so it will be more impactful

Motion to proceed with Plan of Service one-day workshop and environmental scanning session by James Foran **Carried**

5.5 Friends of the Library: Memorandum of Understanding (MoU)

-The MoU has been revised to include monthly materials pickup and removed reference to outdated policy

-The Board discussed connecting with the Fire department to receive further information, including details surrounding what can be stored in the basement

-Monique Fiedler-Sills will contact the Fire department to clarify what can be stored in the basement, other limitations of the facility, and explore scheduling future facility fire drills

Motion to approve the changes made to the Memorandum of Understanding by Christopher Gillespie **Carried**

6. Business Arising from the Minutes

6.1 Library Board Policy 5

-Monique Fiedler-Sills noted that the recommendations from the previous meeting have been incorporated into the document

Motion to adopt Library Board Policy 5 as presented by Rhonda Newman

Carried

6.2 Self Evaluation for Alberta Library Boards

-Rhonda Newman completed on behalf of the Library Board

6.3 Terms of Reference Update

-The Board is waiting for further revisions from Town of Cochrane Administration

6.4 Outstanding action items

-Link to outstanding action items list in SharePoint was provided in advance of meeting

-Remaining outstanding items include Terms of Reference revisions from the Town of Cochrane and the Library Director performance review

-List in SharePoint will be updated by Monique Fiedler-Sills following this meeting; all Board members have access to review and update the status of their assigned action items

7. Reports

7.1 Library Director Report

-Monique Fiedler-Sills reviewed highlights of the Library Director Report emailed to Board members in advance of the meeting

Motion to approve the Library Director report as presented by Kirsten Senz

Carried

7.2 Collection Development Review

-Monique Fiedler-Sills highlighted sections of this review that was noted as a Measure of Success in the 2019-2023 Cochrane Public Library Plan of Service

7.3 Finance Committee Report

-James Foran presented the November 2022 financial report

-As the full Town request was not approved, any surplus from the 2022 operating budget could go towards the creation and maintenance of the Capital Contingency Fund

7.3.1 Operating Budget 2023

-James Foran presented the draft budget which proposes to eliminate card fees and overdue fines in 2023. It will do so through diversifying revenue streams while implementing cost efficiencies and maintaining wages and benefits

Motion to approve the 2023 Operating Budget as amended by Cyndie Baum

Carried

8. Public Question Period

None

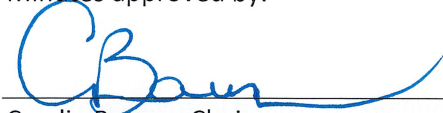
9. In Camera: Personnel

-Board determined there was no need to discuss this agenda item or go In Camera

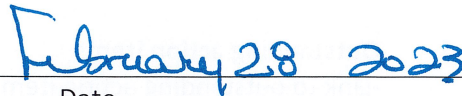
10. Next Meeting & Adjournment

- Tentative meeting dates were February 21, March 21, and May 16
- Meeting was adjourned at 8:37 pm

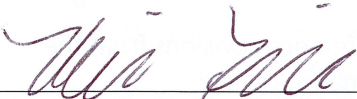
Minutes approved by:



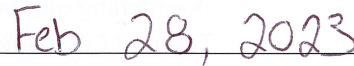
Cyndie Baum – Chair



Date



Monique Fiedler-Sills – Library Director



Date