

MINUTES

The Town of Cochrane Library Board
Tuesday, March 21, 2017

Trustees Present:

Joan Urschel
Dawn Thome
Gail Shandro
Sue Carpenter-Parnell
Pat Neal
Gaynor Levisky

Staff Present:

Jeri Maitland – Executive Director
Karen Robertshaw – HR Administrator

Guests Present:

None

Trustees Absent:

Ian McCulloch

Public:

None

1. Call to Order

The meeting was called to order by the Chairman at 7:10pm

2. Agenda Approval

2.1 Additions

6.5 Board orientation workshops

2.2 *Motion to approve agenda by Gail Shandro*

Carried

3. Minutes Approval

3.1 *Motion to approve February 8, 2017 minutes by Dawn Thome*

Carried

4. Business Arising From The Minutes

4.1 Vision Confirmation

-Prior to the meeting, the Board voted on a new vision statement “Inspiring a journey of discovery, learning and connections”
-Sue Carpenter-Parnell, Gail Shandro, and Pat Neal will meet to work on ideas for the mission statement to be presented at the next meeting

4.2 Family membership fee update

-Family membership will continue to be offered at the current fee of \$25
-Fee schedule from the bylaws will be updated next year to reflect the continued fee

4.3 Board email addresses update

-Chairman referred board members to the new email addresses and instructions for use that were provided to them
-All board members are expected to begin using the new addresses for all board-related matters effective immediately

4.4 Other board conferences 2017

- Chairman, Vice-Chairman, Executive Director and the Librarians will be attending the ALC conference in Jasper which is held April 27-30
- Board members are encouraged to register for the Marigold Workshop being held in Calgary on May 10

5. Reports

5.1 Executive Director Report

- Executive Director highlighted significant changes and events since the last monthly report was sent out

5.2 Finance Committee Report

- Pat Neal referred board members to the February financial report provided
- Executive Committee met prior to board meeting to begin discussions on lifecycle planning

5.3 Personnel Committee Report

- Motion to adopt the Personnel Policy, as presented and discussed at the February 8, 2017 board meeting, with regards to the content and intent, with formatting changes upcoming to align with the other library policies as they are reviewed and edited by Dawn Thome* *Carried*

5.4 Bylaw and Policy Committee Report

- Gail Shandro confirmed that the new bylaws have been passed by Town Council and provided final copies to board members
- The Committee is working on editing four policies, starting with the introduction and Board operations and will be presented over the next few months

5.5 Strategic Planning Committee Report

- An updated Strategic Plan was provided to board members which they are encouraged to review prior to the next meeting
- The Board will meet at 5:30pm before the next meeting to discuss action items for 2017 to be focused on in upcoming months

5.6 Marigold Report

- Monthly newsletter was emailed, no other report

Motion to accept all reports as information by Gail Shandro

Carried

6. New Business Items

6.1 Update on April renovations

- Motion to close the Library from April 14th through 17th, 2017 for renovations by Pat Neal* *Carried*

6.2 Annual Report

- Motion to approve the 2016 PLSB Annual Report by Sue Carpenter-Parnell* *Carried*

- 6.3 After-hours room rental**
-Motion to not allow individual or group access to the Library building outside of regular opening hours for non-library sponsored programs or meetings, effective as soon as possible by Dawn Thome *Carried*
- 6.4 New sign**
-The sign on the front of the building will be replaced this Spring with one clearly identifying the facility as "Cochrane Public Library"
-Discussion about the sign on the back of the building has been tabled to a future meeting
- 6.5 Board orientation workshops**
-No PLSB training sessions in Southern Alberta have been announced for 2017
-Executive Director will request that we can host a session or find out whether there may be one upcoming that is more nearby, that new board members can plan to attend

7. Correspondence
None


8. Public Question Period
None

9. Next Meeting & Adjournment
-Next regular meeting will be Tuesday, April 18th at 6:30pm
-Strategic Planning session will begin at 5:30pm (before the regular meeting)
-Meeting was adjourned by the Chairman at 9:00pm

Minutes approved by:



Dawn Thome - Vice Chairman 4/21/17
Date



Jeri Maitland - Executive Director 4/21/17
Date