

MINUTES

The Town of Cochrane Library Board
Tuesday, June 20, 2017

Trustees Present:

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

Staff Present:

Jeri Maitland – Executive Director
Karen Robertshaw – HR Administrator
Gail Ames

Guests Present:

Rh'ena Oake – CUPE President
Michelle Toombs – Marigold CEO
Lynda Lister – Marigold Board Chair

Trustees Absent:

None

Public:

Cyndie Baum

1. Call to Order

The meeting was called to order by the Chairman at 6:25pm

2. Agenda Approval

2.1 Additions

6.5 CUPE re: Ministry of Labor discussion
6.6 Staff Engagement update

2.2 *Motion to approve agenda by Gail Shandro*

Carried

3. Minutes Approval

3.1 *Motion to approve May 16, 2017 minutes by Pat Neal*

Carried

4. Business Arising From The Minutes

4.1 Advocacy Planning

-The Board discussed scheduling a meeting later in the summer to discuss advocacy planning and the idea of hosting forums for Mayoral and Council candidates prior to the election in October. Gaynor Levisky will find out who to contact at the Town to get more information on the process.

4.2 Friends update

-Vice-Chairman asked Trustees permission to include them on the Friends' volunteer roster and all Trustees indicated they were ok with it
-The Friends will now re-submit their casino application

4.3 New sign update

-Executive Director explained the two sign options for which quotes are being requested, and the anticipated cost of each option
-Once a new sign is chosen and ordered, the Town will begin repainting the building

5. Reports

5.1 Executive Director Report

-Executive Director highlighted significant changes and events since the last monthly report was sent out and noted upcoming events happening at the Library

5.2 Finance Committee Report

-Karen Robertshaw referred board members to the May financial report provided
-Executive Director and Karen Robertshaw presented the proposed operating budget prepared for 2018

***Motion to approve the proposed operating budget for 2018
by Chairman***

Carried

5.3 Personnel Committee Report

-This report was tabled to the In Camera session

5.4 Bylaw and Policy Committee Report

-Gail Shandro read a personal statement
-Updated policies were finalized and emailed to Board members for any feedback during the week prior to this meeting

***Motion to approve the final draft of the updated Town of Cochrane
Library Board Policies by Pat Neal***

Carried

5.5 Strategic Planning Committee Report

-Chairman discussed a continuing focus on community engagement and the Committee plans to create an engagement display for Medieval Day

5.6 Marigold Report

-Michelle Toombs referred Board members to the Marigold information packages provided and gave an overview of the history of Marigold and the services that are provided

Motion to accept all reports as information by Gaynor Levisky

Carried

6. New Business Items

6.1 Meeting with Mayor, June 14

-Executive Director, Chairman, Vice Chairman and Gaynor Levisky met with Mayor Brooker and Suzanne Gaida to discuss the current funding model for the Library and the potential for future expansion
-Further Board discussion on these matters has been tabled to the next Board meeting in September

6.2 Medieval Day update

-Gail Ames gave a presentation on last year's event and shared plans for Medieval Day this year which will be held on July 22
-Board member participation in the event is welcomed and encouraged

6.3 Proctoring fees
-Motion to increase proctoring fees from \$10 to \$20 effective September 1, 2017 by Dawn Thome *Carried*

6.4 Dropbox
-Karen Robertshaw provided a demonstration and overview of the Dropbox that has been set up for the Board, which includes current and historical documents formerly maintained in Board Manual binders
-Board members will receive Dropbox links in the near future

6.5 CUPE re: Ministry of Labor discussion
-Rh'ena Oake asked for the Board's support in having a few staff participate in discussion sessions being held by the Ministry of Labour in July

6.6 Staff Engagement update
-Chairman provided feedback on sessions held with staff on June 7

7. Correspondence
None

8. Public Question Period
None

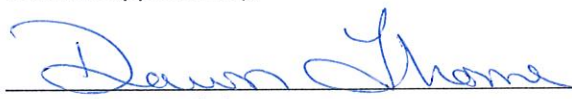

9. In Camera
Motion to proceed In Camera at 8:20pm by Chairman *Carried*


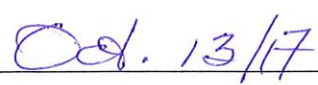
Motion to leave In Camera at 8:35pm by Chairman *Carried*

Motion to report a successful annual performance interview and evaluation with the Executive Director by the Personnel Committee, for the June 2016-July 2017 period, and to recommend the salary increment from the established grid, effective on the anniversary date of July 6, 2017 by Chairman *Carried*

10. Next Meeting & Adjournment
-Next meeting will be Tuesday, September 19, 2017 at 6:30pm
-Meeting was adjourned by the Chairman at 8:36pm

Minutes approved by:


Dawn Thome - Chairman 
Date


Jeri Maitland - Executive Director 
Date