

MINUTES

The Town of Cochrane Library Board
Tuesday, May 16, 2017

Trustees Present:

Joan Urshel
Dawn Thome
Sue Carpenter-Parnell
Pat Neal
Gaynor Levisky (arr: 6:50pm)

Staff Present:

Jeri Maitland – Executive Director
Karen Robertshaw – HR Administrator

Guests Present:

Angela Loo & Matt Sombert – Pricewaterhouse

Trustees Absent:

Gail Shandro

Public:

None

1. Call to Order

The meeting was called to order by the Chairman at 6:30pm

2. Agenda Approval

2.1 Additions

- 6.5 Update on renovations
- 6.6 Update on Friends casino application

2.2 *Motion to approve agenda by Pat Neal*

Carried

3. Minutes Approval

3.1 *Motion to approve April 18, 2017 minutes by Pat Neal*

Carried

4. Business Arising From The Minutes

4.1 Trustee recruitment update

-Chairman confirmed that the Town of Cochrane has posted an advertisement for the vacant Trustee position; applications will be reviewed by the Board as received

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

-Pat Neal referred board members to the April financial report provided
-The Library's Spring request for additional funding from the Town was not approved
-The Committee will meet May 25 to begin preliminary budgeting for 2018
-Executive Director will be arranging a meeting with Chairman, Gaynor Levisky, the Mayor and Suzanne Gaida to discuss the Library funding model. This meeting may also include discussion of the potential for future expansion.

- 5.3 Personnel Committee Report**
-Chairman reported that the Committee will meet to deliver Executive Director's annual review before July
- 5.4 Bylaw and Policy Committee Report**
-Sue Carpenter-Parnell presented feedback received from Trustees on the most recent draft of policies and the Board discussed and made related revisions
-All agreed upon changes will be made and the revised draft will be presented to the Board for approval at the June 20 meeting
- 5.5 Strategic Planning Committee Report**
-Vice-Chairman will provide updated Strategic Plan action items discussed at the April 18 meeting
-Vice-Chairman will be scheduling a meeting with staff to obtain additional feedback for Strategic Planning purposes
- 5.6 Marigold Report**
-No report
-Michelle Toombs has been invited to the June 20 meeting

Motion to accept all reports as information by Pat Neal

Carried

6. New Business Items

- 6.1 Auditor Report for 2016**
-Angela Loo and Matt Sombert from Pricewaterhouse Coopers presented their audit findings and reviewed highlights of the audited 2016 financial statements
-Vice-Chairman acknowledged Karen Robertshaw for her work related to the audit

Motion to approve the 2016 audited financial statements by Dawn Thome
- 6.2 Spring financial request to the Town update**
-Item was discussed during the Finance Committee Report (see 5.2)
- 6.3 Jasper Conference/Marigold Conference/Trustee training**
-Trustees shared feedback on the ALC Jasper and Marigold conferences attended
-Board orientation workshops are yet to be set up
- 6.4 Advocacy Plan update**
-Trustees obtained useful information regarding Advocacy Planning at recent conference sessions
-Executive Director, Chairman, and Gail Shandro will meet to move forward with planning

Carried

6.5 Update on renovations

-Executive Director updated the Board on the completed renovations and additional upcoming improvements including exterior painting and signage

6.6 Update on Friends casino application

-Chairman will follow up with the Friends to clarify status of application and their plans to increase membership

7. Correspondence

None

8. Public Question Period

None

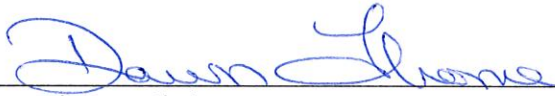
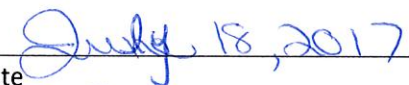

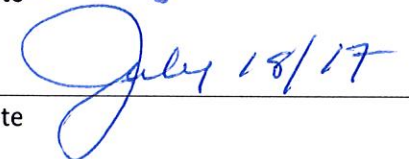
9. Next Meeting & Adjournment

-AGM will be Tuesday, June 20, 2017 at 6:00pm

-Regular board meeting will follow the AGM on Tuesday, June 20, 2017

-Meeting was adjourned by the Chairman at 8:25pm

Minutes approved by:

 Dawn Thome - Chairman	Date  July 18, 2017
 Jeri Maitland - Executive Director	Date  July 18/17