

MINUTES

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

Trustees Present:

Dawn Thome – Chairman
Joan Urschel – Past Chair
Pat Neal – Treasurer
Sue Carpenter-Parnell – Vice Chairman
Cyndie Baum
Lori Eberhardt

Staff Present:

Jeri Maitland – Executive Director
Karen Robertshaw – HR Administrator

Guests Present:

Rh'ena Oake – President, CUPE Local 1169
Elsa Watson – Vice President, CUPE Local 1169

Trustees Absent:

Susan Flowers

Public:

None

1. Call to Order

The meeting was called to order by the Chairman at 6:35pm

2. Introduction of New Member

-Susan Flowers has been appointed to be the Town Council Representative on the Board

3. Agenda Approval

3.1 Additions

7.2 Alberta Employment Standards changes

3.2 *Motion to approve agenda by Sue Carpenter-Parnell*

Carried

4. Minutes Approval

4.1 *Motion to approve October 17, 2017 minutes by Joan Urschel*

Carried

5. Business Arising From The Minutes

5.1 Santa Claus Parade

-Chairman reported that subsequent to the last meeting, the Board had decided not to go forward with developing a float for the Santa Claus Parade on December 9

5.2 Board orientation

-Lori Eberhardt attended PLSB training in Drumheller in October
-As there may not be more PLSB sessions in the area in the near future, Executive Director will look into the Library hosting a PLSB training session (to ideally be held on a Saturday)

5.3 October community engagement

-Board members performed patron surveys on October 31 and November 1
-Chairman reported that results were positive overall and requested that the results be posted on the Library website

5.4 2018 community engagement

*Motion to have Executive Director put together a plan for 2018 community engagement to be presented to the Board in February by
Cyndie Baum*

Carried

5.5 Community Cares survey follow-up

-Advisory Committee on which Chairman sat last year is meeting again on December 7 to revisit community needs going forward
-Chairman requested that Executive Director prepare a brief response to the original survey

5.6 Upcoming events

-Friends Christmas Book Sale (December 2 & 3)
-Staff & Board Christmas Dinner (December 6) – Invitations have been sent
-Santa Claus Parade (December 9) – Skating rink & hot chocolate at Library

5.7 November 14 budget presentation to Council – update

-Presentation to Council was well received and Council has since deliberated
-Grant amount for 2018 should be confirmed early in December
-Karen Robertshaw will upload the PowerPoint presentation to Dropbox

5.8 Carver Governance

-The Board discussed the possibility of incorporating Carver Governance principles into its operations and whether these principles could be combined with required PLSB requirements

-Motion to have Executive Director contact PLSB to discuss arranging a session on board governance in January 2018 by Cyndie Baum

Carried

6. Reports

6.1 Executive Director Report

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

6.2 Finance Committee Report

-Treasurer referred board members to the October financial report provided and discussed items of significance

Motion to accept Executive Director Report and Finance Committee Report as information by Lori Eberhardt

Carried

- 6.3 Personnel Committee Report**
-Proposed changes to the salaried staff handbook regarding professional development were discussed and further discussion was tabled to a future meeting
- 6.4 Bylaw and Policy Committee Report**
-Vice-Chairman reported that Ken Feser at PLSB has confirmed that when a policy amendment is passed, the amended policy is effective immediately (unless otherwise specified) and should be sent to PLSB as soon as possible
-Executive Director confirmed that draft volunteer policy is done and will be brought to the Board for approval at the January meeting
-Karen Robertshaw will provide Vice Chairman with Librarian job descriptions by December 4 and will also upload policy review schedule (when received) and an electronic copy of the PLSB Policies & Bylaws booklet to Dropbox
- 6.5 Strategic Planning Committee Report**
-See item 7.1 Strategic Plan/Plan of Service Review & 2018 priorities
- 6.6 Marigold Report**
-No report; Executive Director referred Board members to the Marigold newsletter emailed
- 6.7 Fundraising Report**
-Executive Director reported that the Friends casino application is still in progress but has been delayed

7. New Business Items

- 7.1 Strategic Plan/Plan of Service Review & 2018 priorities**
-The Strategic Planning Committee met prior to the regular meeting to review the current version of the Plan
-Chairman will incorporate updates and put Plan into a chart form to be sent to the Committee for feedback on individual preferences on roles
-Executive Director will replace Chairman as Chair of this Committee effective immediately
 - 7.1.1 Executive Director work plan**
-Motion to have Executive Director develop a 2018 work plan that will be reviewed every six months by Joan Urschel *Carried*
- 7.2 Alberta Employment Standards changes**
-Karen Robertshaw and Rh'ena Oake brought to the Board's attention the update to Alberta Employment Standards regarding banked overtime that becomes effective January 1, 2018
-The Salaried Staff Handbook will need to be updated to reflect a 6 usage period, banked overtime calculated at 1.5x, and to remove the provision regarding a ceiling on banked time

8. Correspondence

None

9. Public Question Period

None

10. Next Meeting & Adjournment

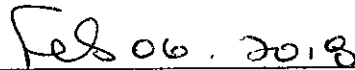
-Next meeting will be Tuesday, January 16, 2018 at 6:30pm

-Meeting was adjourned by the Chairman at 8:18pm

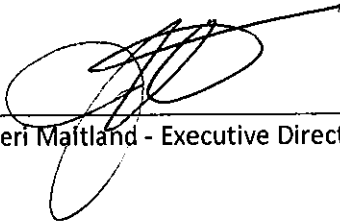
Minutes approved by:



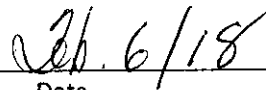
Cyndie Baum - Chairman



Date



Jeri Maftland - Executive Director



Date