

MINUTES

The Town of Cochrane Library Board
Tuesday, October 17, 2017

Trustees Present:

Dawn Thome – Chairman
Joan Urschel – Past Chair
Pat Neal – Treasurer
Gaynor Levisky
Cyndie Baum
Lori Eberhardt

Staff Present:

Jeri Maitland – Executive Director
Karen Robertshaw – HR Administrator

Guests Present:

None

Trustees Absent:

Sue Carpenter-Parnell – Vice Chairman

Public:

None

1. Call to Order

The meeting was called to order by the Chairman at 6:50pm

2. Introduction of New Member(s)

-Two new appointments were ratified by Town Council on October 10; new Board members Lori Eberhardt and Cyndie Baum were introduced

3. Agenda Approval

3.1 Additions
None

3.2 *Motion to approve agenda by Joan Urschel* *Carried*

4. Minutes Approval

4.1 *Motion to approve September 19, 2017 minutes as amended by Chairman* *Carried*

5. Business Arising From The Minutes

5.1 Committee Representation

- Committee representation was reviewed and confirmed as follows:
 - Personnel Committee – Chairman, Vice Chairman, Treasurer and Past Chair
 - Finance Committee – Chairman and Treasurer
 - Bylaw and Policy Committee – Vice Chairman, Past Chair and Lori Eberhardt
 - Strategic Planning Committee – Chairman, Past Chair, Lori Eberhardt and Cyndie Baum

5.2 Santa Claus Parade

Motion that the Board will look into developing a float for the Santa Claus Parade on December 9th by Pat Neal *Carried*

- 5.3 Board Orientation**
-Chairman thanked the Board for their input on finalizing the new Board member orientation outline
-Chairman will meet with Cyndie Baum and Lori Eberhardt to do orientation

- 5.4 PLSB training-Grande Prairie Conference**
-Executive Director, Vice Chairman and Treasurer attended this conference in October and provided overall feedback on their experience

- 5.5 October community engagement**

Motion to move forward with community engagement in the Library on October 31st and November 1st by Chairman *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

Motion to add 6.7 Fundraising Report to future meeting agendas by Lori Eberhardt *Carried*

- 6.2 Finance Committee Report**
-Treasurer referred board members to the September financial report provided and discussed items of significance and variances

- 6.3 Personnel Committee Report**
-No report

- 6.4 Bylaw and Policy Committee Report**
-The Committee reported that job descriptions for salaried staff need to be added to the Salaried Staff Handbook
-Job descriptions for volunteers need to be developed once the volunteer program is implemented
-Board member information on Library website needs to be updated
-There will be a group photo taken at the November meeting

- 6.5 Strategic Planning Committee Report**
-The Committee will meet November 21st at 5:30pm to discuss future planning and then present to the Board

- 6.6 Marigold Report**
-No report; Executive Director referred Board members to the Marigold newsletter emailed

Motion to accept all reports as information by Joan Urschel *Carried*

7. New Business Items

- 7.1 Messaging re: building signage**
-Executive Director referred to email sent to Board regarding this item
- 7.2 November 14th budget presentation to Council**
-Executive Director and Chairman will plan the presentation
-Karen Robertshaw will send the prior years' presentation to new Board members for background
- 7.3 Executive Director work plan and learning plan**
-Executive Director provided Board members with copies of 2018 learning plan and advised that 2018 work plan will follow soon
- 7.4 Upcoming events**
-October 21 – Book Bash
-November 11 – Remembrance Day (Stat holiday-Library closed)
-November 18 – Cochrane Light Up
-December 6 – Staff and Board Christmas dinner
-December 9 – Santa Claus Parade
-Motion to approve closing the Library for the full day on December 24th and December 31st by Gaynor Levisky **Carried**
- 7.5 Dropbox overview**
-Karen Robertshaw provided another overview on how to navigate Dropbox
- 7.6 2018 priorities**
-Refer to item 6.5 Strategic Planning Committee Report

8. Correspondence

None

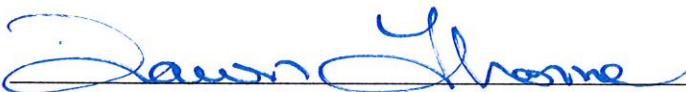
9. Public Question Period

None

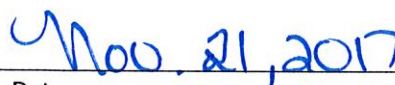
10. Next Meeting & Adjournment

- Next meeting will be Tuesday, November 21, 2017 at 6:30pm
- Meeting was adjourned by the Chairman at 8:50pm

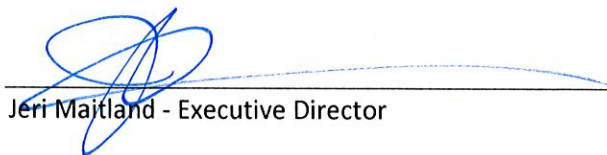
Minutes approved by:



Dawn Thome - Chairman



Date



Jeri Maitland - Executive Director



Date