

## MINUTES

The Town of Cochrane Library Board  
Tuesday, September 19, 2017

### Trustees Present:

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

### Staff Present:

Jeri Maitland – Executive Director

### Guests Present:

Rh'ena Oake – CUPE President  
Lori Eberhardt

### Trustees Absent:

None

### Public:

None

#### 1. Call to Order

The meeting was called to order by the Chairman at 6:39pm

#### 2. Introduction of New Member(s)

-Two new members have been invited to join the Board, pending Council approval in October:  
Lori Eberhardt (introduced as a guest) and Cyndie Baum (unable to attend)

#### 3. Agenda Approval

##### 3.1 Additions

- 5.3 Library Funding Model/Discussions with Mayor update
- 7.9 Santa Claus Parade
- 7.10 Follow-up on Capital Funding

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

*Carried*

#### 4. Minutes Approval

##### 4.1 *Motion to approve June 20, 2017 minutes by Vice Chairman*

*Carried*

#### 5. Business Arising From The Minutes

##### 5.1 Advocacy Planning

-The Board decided not to move forward with hosting election forums in October

##### 5.2 Exterior Signage Update

-Executive Director provided an update on the new building signage

##### 5.3 Library Funding Model/Discussions with Mayor update

-Subsequent to meeting held with Mayor Brooker and Suzanne Gaida on June 14, no further discussions have taken place regarding library funding model  
-Follow-up on this matter will be postponed until after the municipal election

## 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 August financial report provided  
-Grant application for 2018 funding has been submitted to the Town and the Library's presentation to Council will be on November 14

### 6.3 Personnel Committee Report

-Executive Director will prepare work plan and learning plan for 2018 prior to next meeting

### 6.4 Bylaw and Policy Committee Report

***Motion to accept an edit to Schedule 3B (Salaried Staff Handbook) section 3.2 (Hours of Work) of Policy 3 (Personnel Policy), to include revised wording for banked hours, as provided by the Committee by Joan Urschel Carried***

Original wording: Any banked hours over this total must be taken within a three (3) month time period. Any changes to this will be at the discretion of the Board Chair (for the Executive Director) or the Executive Director (for salaried staff).

Changes: Any banked hours over this total must be taken within a three (3) month period (delete).

Revised wording: Any need to exceed the 20 hours total must be approved prior to the accumulation, by the Board Chair (for the Executive Director) or by the Executive Director (for other salaried staff).

### 6.5 Strategic Planning Committee Report

- Executive Director will prepare a report in response to the FCSS community survey findings  
-Chairman plans to do further community engagement with patrons in late October

### 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 Board Governance/Role Clarity

-Chairman discussed the importance of keeping all Board communications confidential; any Board-related issues should be brought to the Chairman

**7.2 Policy Update**

***Motion to amend item 9.0 Organization of the Board and item 10.1 Election of Officers in The Town of Cochrane Library Board Policy 1 to include Past Chair as an executive position by Gaynor Levisky***

***Carried***

**7.3 Reassignment of Board Positions**

***Motion to nominate Joan Urschel for the position of Past Chair by Dawn Thome***

***Carried***

***Motion to nominate Sue Carpenter-Parnell for the position of Vice Chairman by Pat Neal***

***Carried***

-The nominees were appointed by acclamation, in a unanimous vote by the Board

**7.4 Committee Representation**

***Motion to table item to the next Board meeting by Dawn Thome***

***Carried***

**7.5 Board Orientation**

-Chairman presented draft version of new orientation checklist for new Trustees and requested that Board members review and send any comments to her prior to October 9

**7.6 PLSB Orientation Update**

-Next full day training session is in Lethbridge on October 14

**7.7 Plan of Service**

-Current plan of service covers up to December 2018

***Motion to allocate \$2,500 of funds from advertising budget to community engagement activities (pending approval of 2018 operating budget) by Chairman***

***Carried***

**7.8 Salaried Staff Handbook Update**

***Motion to amend salaried staff handbook to include grievance procedure for Executive Director presented by Chairman by Sue Carpenter-Parnell***

***Carried***

***Motion to amend salaried staff handbook to include grievance procedure for salaried staff other than Executive Director presented by Chairman by Pat Neal***

***Carried***

**7.9 Santa Claus Parade**

-The Library will be participating in the parade on December 9

**7.10 Follow-up on Capital Funding**

*Motion to table item to a subsequent meeting after the municipal election by Dawn Thome*

**Carried**

**8. Correspondence**

None

**9. Public Question Period**

None

**10. Next Meeting & Adjournment**

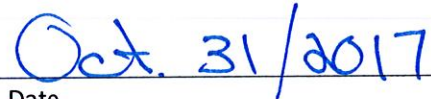
-Next meeting will be Tuesday, October 17, 2017 at 6:30pm

-Meeting was adjourned by the Chairman at 7:37pm

Minutes approved by:



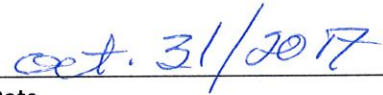
Dawn Thome - Chairman



Date



Jeri Maitland - Executive Director



Date