

MINUTES

The Town of Cochrane Library Board
Tuesday, November 29, 2016

Trustees Present:

Joan Urschel
Ian McCulloch (arr. 7pm)
Gaynor Levisky
Dawn Thome
Gail Shandro
Susan Brauss

Staff Present:

Jeri Maitland – Executive Director
Karen Robertshaw – HR Administrator
Andrea Johnston – Librarian

Guests Present:

Pat Neal

Trustees Absent:

None

Public:

None

1. Call to Order

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

2. Agenda Approval

2.1 Additions
None

2.2 *Motion to approve agenda by Gaynor Levisky* *Carried*

3. Minutes Approval

3.1 *Motion to approve October 18, 2016 minutes by Dawn Thome* *Carried*

4. Business Arising From The Minutes

4.1 **New Board Member**
-Pat Neal will be appointed to the Board in December, to start in January 2017

4.2 **Friends of the Nan – casino application**
-Chairman attended the Friends of the Nan meeting in November and will be working with them to move forward with their casino application
-The Friends have confirmed that they now have enough members to retain society status

5. Reports

5.1 **Executive Director Report**
-Executive Director highlighted significant changes and events that have been going on since the last monthly report and announced upcoming events

5.2 **Finance Committee Report**
-Treasurer presented the financial report for October 2016
-Gaynor Levisky shared the outcome of town council budget deliberations

- 5.3 Personnel Committee Report**
-Chairman presented the Committee's report
-The Personnel Policy is being finalized and will be presented to the Board at the January meeting
- 5.4 Bylaw and Policy Committee Report**
-Gail Shandro presented the Committee's report
-Updated bylaws were approved by the Board at the October meeting and will go to go to Town Council for approval in January; final copies will be provided to Board members at that time
-Gail Shandro will be proceeding with the updating of Policies next
- 5.5 Strategic Planning Committee Report**
-Vice-Chairman presented the Committee's report
-Vice-Chairman continues to work with the FCSS Advisory Committee on its community engagement survey, which is expected to be concluded by May 2017
- 5.6 Marigold Report**
-No report

Motion to accept all reports as information by Gail Shandro

Carried

6. New Business Items

- 6.1 Budget and implications, brief review of strategic plan**
-Vice-Chairman led a review of the current strategic plan with a focus on the status of 2016 objectives and plans regarding 2017 objectives
-The Board agreed that there should be a special meeting in January to focus on Strategic Planning including Mission and Vision Statements
- 6.2 Upcoming events**
-Executive Director discussed upcoming events and important dates for the remainder of the year

7. Correspondence

None

8. Public Question Period

None

9. Next Meeting & Adjournment

- Next regular meeting will be Tuesday, January 17, 2017 at 6:30pm
- A special meeting will be held Friday, January 27, 2017 at 9:00am
- Meeting was adjourned by the Chairman at 8:15pm

Minutes approved by:



Feb. 9, 2017

Joan Urschel -- Chairman

Date



Feb. 9/2017

Jeri Maitland -- Executive Director

Date