

# The Town of Cochrane Library Board

## Meeting Minutes

Date: April 16, 2024

Time: 8:00 p.m.

Place: Cochrane Public Library

### 1. Call to Order

- a. Attendance
  - i. Charles Love
  - ii. Rhonda Newman
  - iii. Hank Pilotte
  - iv. Councilor Patrick Wilson
  - v. Christina Caouette
- b. With regrets
  - i. Christopher Gillespie
  - ii. Kirsten Senz

### 2. Adoption of Agenda

- a. Additions to Agenda
  - i. No Additions
- b. Approval of Agenda

Motion to approve agenda made by Christina, seconded by Hank.

**Carried**

### 3. Minutes Approval from Last Meeting

- a. Approval of Minutes from March 12, 2024

Motion to approve Minutes made by Charles, seconded by Hank.

**Carried**

### 4. Items for Information

- a. Town of Cochrane Council Highlights: March 11- April 2, 2024
- b. Town of Cochrane 2023 Report to the Community
- c. Policy 4: Financial Management Draft
- d. Policy 1: Library Board Operations
- e. Terms of Reference
- f. Correspondence: Letter from Minister McIver
- g. CUPE 1169: LoU Article 22
- h. CUPE 1169: LoU Article(s) 6, 16, 19, 20
- i. CPL Program and Activity Guide: Spring 2024

### 5. Delegations

- a. Update from Mayor Jeff Genung
  - i. Councilor Wilson will send an email to the Library Board and Library Director with updated information related to Mayor Genung's update.
  - ii. Need to be clear on outcomes and deliverables for the \$57,000 request for Facility Needs Assessment

### 6. New Business

- a. Delegation Request to Town of Cochrane Council- May 6

- i. Library Director will provide an updated draft of the presentation for April 23 to trustees, as which time trustees will determine presentation delivery

**7. Reports**

- a. Library Director Report
  - i. The Board extends its congratulations to the library staff on the successful fundraising campaign for Library Giving Day
- b. Committees
  - i. Finance
    - February & March Financial Reports Presented
    - Treasurer's Report
      - a. The Library is on track to meet its budget for the end of the year
  - ii. Advocacy
    - Rhonda sent a request letter to Minister McIver requesting a meeting
    - Minister Guthrie, Minister McIver, MP Richards and all members of Council have been invited to the May 2 Celebration Event
  - iii. Personnel
    - Completed 360 Review of the Library Director. Will be used for goal planning for the new year
  - iv. Policy
    - Policy 4: Financial Management
      - a. No questions  
Motion to accept policy as presented made by Charles, seconded by Christina. **Carried**
    - Policy 1: Library Board operations
      - a. No questions  
Motion to accept policy as presented made by Hank, seconded by Charles. **Carried**
  - v. Friends
    - Christina attended St. Albert Friends of the Library meeting
    - Unsuccessful application to become a beneficiary for the Rotary Club of Cochrane's Monumental Tournament of Aces


**8. Public Question Period**

**9. Next Meeting & Adjournment**

- a. Next Meeting: May 14
- b. Motion to adjure 8:12pm

Minutes approved by:

  
Rhonda Newman – Chair

  
Date

  
Monique Fiedler-Sills – Library Director

  
Date