

MINUTES

The Town of Cochrane Library Board
Tuesday, February 15, 2022

Trustees Present:

Jeff Covey-Chairman
James Foran-Treasurer
Cyndie Baum
Rhonda Newman
Cheryl Dornian
Kirsten Senz
Morgan Nagel

Staff Present:

Andrea Johnston-Head Librarian/Acting Director
Karen Robertshaw-Accounting & HR Manager

Guests Present:

Elsa Gee-President, CUPE Local 1169

Trustees Absent:

None

Public:

None

1. Call to Order

The meeting (held via Zoom) was called to order by Jeff Covey at 7:02pm

2. Agenda Approval

2.1 Additions

4.2 Capital Funding Discussion

2.2 *Motion to approve agenda as amended by Kirsten Senz*

Carried

3. Minutes Approval From Last Meeting

3.1 *Motion to approve January 18,2022 minutes by Morgan Nagel*

Carried

4. New Business

4.1 COVID Updates

-As the Province has announced Step 1 and tentative following steps for the easing of COVID restrictions, the Library will continue to follow all government guidelines, timelines, and AHS guidance for public spaces and workplaces

4.2 Capital Funding Discussion

-Current funding priority is the Spray Lakes Satellite Branch; matching funds for this have been requested in the Library's budget but have not been received
-Morgan Nagel shared the presentation process for requesting additional funding from the Town and advised that having matching capital grant funds to contribute would be beneficial when making such a request

Motion to have the Acting Director look into the Spray Lakes Satellite branch and further develop the budget within 90 days, with a plan to present it to the Town and look for matching grants by James Foran *Carried*

5. Business Arising from the Minutes

5.1 Meet and Greet with Council – follow-up

-In the preceding working meeting, the Board decided to proceed with planning this event for April 28

-The purpose of this social event is to introduce a new Library Director to Town Council in the Library space, and facilitate discussion of the future

Motion to form a sub-committee consisting of Jeff Covey, Kirsten Senz, and Rhonda Newman, to head up the planning of the Meet and Greet event, including the development of a key message document by Cyndie Baum

Carried

5.2 Transit Centre update

-Jeff Covey and Andrea Johnston met with the Mayor and CAO on January 25 to discuss the Library's potential use of some space in the transit centre building

-Andrea Johnston will meet with the development team on March 8 to discuss further with them how library can partner with the Town

-A partnership proposal document has been drafted; Jeff Covey will make this document available to all Board members to provide their feedback

-The refined document will be provided to the Town in advance of the March 8 meeting

5.3 Friends update

-Andrea Johnston updated the Board on current Friends activities:

-Friends are currently looking at fundraising opportunities

-The next Friends meeting will be later this month; the minutes will be provided to the Board once available

5.4 Outstanding Action Items

-Current list of outstanding action items from previous meetings was provided

-All previously outstanding items have either been completed prior to this meeting, or have been followed up on during this meeting and acknowledged within these minutes

-An updated version reflecting status of previous outstanding items and addition of new items will be distributed to the Board following this meeting

6. Reports

6.1 Acting Library Director Report

-Andrea Johnston reviewed the report prepared and sent to the Board in advance of this meeting; the report focused on the transit centre meeting, ongoing response to COVID, grant applications in progress, and a recent patron incident

-The Board had a preliminary discussion around continued charging of fines and membership fees; best practices and potential alternatives were discussed and will continue to be discussed

6.2 Finance Committee Report

- James Foran presented the preliminary December 2021 financial report and the January 2022 financial report; areas of variance were discussed
- Full Town of Cochrane operating grant for 2022 was received in January

6.3 Personnel Committee Report

6.3.1 Library Director hiring process/update

- The Committee is in the process of interviewing further candidates
- Cheryl Dornian has been invited to sit in on upcoming interviews as James Foran may not be available

Motion to accept all reports as information by Kirsten Senz

Carried

6.4 Marigold Report

- No report


7. Public Question Period

None

8. Next Meeting & Adjournment

- Next meeting will be March 15, 2022 at 7 pm
- Meeting was adjourned by Jeff Covey at 8:17pm


Minutes approved by:



Jeff Covey – Chairman

March 15, 2022

Date



James Foran – Treasurer

March 15, 2022

Date