

MINUTES

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

Trustees Present:

Jeff Covey-Chairman
James Foran-Treasurer
Cyndie Baum
Cheryl Dornian
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:

Rhonda Newman
Kirsten Senz

Public:

None

1. Call to Order

The meeting (held via Zoom) was called to order by Jeff Covey at 7:01pm

2. Agenda Approval

2.1 Additions

4.2 Marigold Conference

2.2 *Motion to approve agenda as amended by Cheryl Dornian* **Carried**

3. Minutes Approval From Last Meeting

3.1 *Motion to approve February 15, 2022 minutes by Morgan Nagel* **Carried**

4. New Business

4.1 Approval of 2021 PLSB Annual Report

Motion to approve the 2021 PLSB Annual Report by Morgan Nagel **Carried**

4.2 Marigold Conference

-At the preceding working meeting, Karen Robertshaw asked if the Board would consider waiving Policy 3.6.3 to make staff attendance at the annual Marigold conference optional this year and the Board agreed that it is not the right time to require mandatory attendance for all staff; this will be revisited next year.

Motion to waive Policy 3.6.3 and make attendance at the annual Marigold Conference optional for all staff for the current year by James Foran **Carried**

-All staff members will still be given the opportunity to attend the conference as a paid workday should they choose; it is not expected that enough staff will attend the conference this year to require closing for the day as in the past.

-Board members are welcome to attend and there are Board specific sessions offered. Conference details will be forwarded to Board members and if interested they should let Karen Robertshaw know as soon as possible.

5. Business Arising from the Minutes

5.1 Meet and Greet with Council – follow-up

-This event remains scheduled for April 28; event subcommittee (Jeff Covey, Kirsten Senz, Rhonda Newman) will make additional plans within the next couple of weeks.

5.2 Transit Centre update

-Andrea Johnston and staff Librarian Jessie Pepin met with the development team on March 10 to discuss the library's potential use of space
-Andrea Johnston reported that the meeting went very well; The Town will involve Library staff in additional planning meetings as the project progresses

5.3 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 list will be uploaded to SharePoint following this meeting, such that individuals may update the status of their assigned action items

6. Reports

6.1 Acting Library Director Report

-Andrea Johnston emailed report the Board prior the meeting; it's focus was the transit centre update/meeting discussed above
-Andrea Johnston has resigned from her position of Acting Library Director effective March 18; the Board acknowledged her dedication and contributions to the Library.

6.2 Finance Committee Report

-James Foran presented the February 2022 financial report; areas of variance were discussed
-Karen Robertshaw is preparing for the annual audit and will provide Board members with a copy of the Audit Service Plan

6.3 Personnel Committee Report

6.3.1 Library Director hiring process/update

-The Committee confirmed that a permanent Library Director has been hired; Monique Fiedler-Sills attended the preceding working meeting with the Board and will start work on May 16.
-Andrea Johnston provided her feedback on the hiring process

Motion to accept all reports as information by James Foran

Carried

7. Public Question Period


None

8. Next Meeting & Adjournment

-Next meetings will be April 19 at 7 pm (via Zoom) and May 17 at 7 pm (tentatively in-person)

-Meeting was adjourned by Jeff Covey at 7:46pm

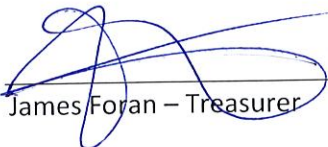
Minutes approved by:



Jeff Covey – Chairman

April 19, 2022

Date



James Foran – Treasurer

April 19, 2022

Date