

MINUTES

The Town of Cochrane Library Board
Tuesday, April 19, 2022

Trustees Present:

Jeff Covey-Chairman
Cyndie Baum
Kirsten Senz
Cheryl Dornian
Rhonda Newman

Staff Present:

Karen Robertshaw-Accounting & HR Manager

Guests Present:

None

Trustees Absent:

James Foran-Treasurer
Morgan Nagel

Public:

None

1. Call to Order

The meeting (held via Zoom) was called to order by Jeff Covey at 7:05pm

2. Agenda Approval

2.1 Additions
None

2.2 *Motion to approve agenda by Kirsten Senz* *Carried*

2.3 *Subsequent motion to amend the agenda to add Item 5. - In Camera, by Jeff Covey* *Carried*

3. Minutes Approval From Last Meeting

3.1 *Motion to approve March 15, 2022 minutes by Kirsten Senz* *Carried*

4. Business Arising from the Minutes

4.1 Meet and Greet with Council – follow-up

-Event is being planned for April 28th; invitations have been distributed to Mayor, Councillors, all of Town Administration, Friends of the Library and all Library Staff.

-Draft key message document was reviewed in detail during the preceding working meeting; this document will be finalized by the Meet and Greet Committee

-A separate FAQ/handout for distribution during the event will be prepared; Cyndie Baum will draft and send to Committee for review

-Meet and Greet Committee will meet again within the next couple of days to work out further details

-A short tour highlighting 3-4 key spaces/functions in the Library was suggested, to be presented either by staff or Board members; Karen Robertshaw will look into options and let the Committee know

Motion to approve closing the Library at 6:30pm on April 28 to accommodate the Meet and Greet event with Council that is scheduled for 7pm that evening by Cyndie Baum

Carried

4.2 Transit Centre update

-Next meeting with Town regarding this space is expected to be in June; continued focus on working towards certainty regarding availability of space and related timing

4.3 Outstanding Action Items

-Link to outstanding action items list in SharePoint was provided in advance of meeting and reviewed during meeting

-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

-List in SharePoint will be updated by Karen Robertshaw following this meeting; all Board members have access to review and update the status of their assigned action items

5. In Camera

Motion to go In Camera at 7:43pm by Jeff Covey

Motion to leave In Camera at 7:54pm by Jeff Covey

Motion to retroactively name Jessie Pepin and Karen Robertshaw as temporary Assistant Directors starting March 1 through to June 30, and as such provide them with a 5% pay increase during that period by Cyndie Baum

Carried

6. Reports

6.1 Library Report

-Karen Robertshaw provided an update on current Library activities, including:

-receipt of \$2,820 grant from New Horizons/EDSC for seniors programming

-MP Blake Richards may make an appearance in person to acknowledge this federal grant; Karen Robertshaw will confirm anticipated date/time and provide details to the Board

-The Board suggested a media event for this visit; Karen Robertshaw and Jessie Pepin will confirm and coordinate plans with the Board

-receipt of \$10,700 (\$5,350 each from Cochrane Foundation and Interpipeline) for 12 new programming laptops

-receipt of \$2,500 donation from Cochrane Activettes for programming

-Incoming Director held a meet and greet with Library staff on March 31

-The Library started selling tickets on behalf of SWIFT Mini Thni transit (Stoney Nakota and Morley)

-The Board suggested a standardized recognition process for grants and donations, and holding media events for all such contributions; Karen Robertshaw and Rhonda Newman will start looking into this.

6.2 Finance Committee Report

-Karen Robertshaw referred to the March 2022 financial report distributed in advance of meeting; main areas of variance were noted

-MNP auditors will be at the May board meeting to present audit findings

Motion to accept all reports as information by Rhonda Newman

Carried

7. Public Question Period

None

8. Next Meeting & Adjournment

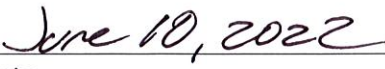
-Next meeting will be May 24 (in-person); changed from original meeting date of May 17 with agreement of Board members in attendance.

-Meeting was adjourned by Jeff Covey at 8:23pm


Minutes approved by:



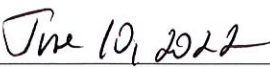
Jeff Covey – Chairman



Date



Karen Robertshaw – Acting Secretary



Date