

MINUTES

The Town of Cochrane Library Board
Tuesday, May 24, 2022

Trustees Present:

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

Staff Present:

Monique Fiedler-Sills-Library Director
Karen Robertshaw-Accounting & HR Manager

Guests Present:

None

Trustees Absent:

Morgan Nagel

Public:

None

1. Call to Order

The meeting was called to order by Jeff Covey at 7:04pm

2. Agenda Approval

2.1 Additions

4.4 Library Vehicle

5. In Camera (Facility Subcommittee) – all subsequent items renumbered

2.2 *Motion to approve agenda as amended by James Foran*

Carried

3. Minutes Approval From Last Meeting

3.1 *Motion to approve April 19, 2022 minutes by Kirsten Senz*

Carried

4. New Business

4.1 New Library Director – Introduction

-Monique Fiedler-Sills started in position of Library Director on May 16

4.2 Auditor's Report

-Cameron LaRocque of MNP presented the audited financial statements and audit findings report for the year ended December 31, 2021

4.3 Approval of Auditor's Report

Motion to approve the audited financial statements for the year ended December 31, 2021 by Kirsten Senz

Carried

4.4 Library Vehicle

-Cyndie Baum shared that Cochrane Toyota has a used van available for donation to the Library if the Board accepts

-The Board discussed considerations around acceptance of this donated vehicle, including registration, insurance and maintenance

Motion to accept the 2008 Ford van being donated by Cochrane Toyota for the Library's use by Rhonda Newman ***Carried***

-Cyndie Baum will confirm value of vehicle for tax receipt purposes; then a date for official transfer will be set

-Vehicle shall have a decal indicating it has been donated by Cochrane Toyota

-Research of options for registration and insurance will be done and financial analysis of future operating costs will be prepared to verify the vehicle can be operated and maintained within the library's budget

5. In Camera (Facility Subcommittee)

Motion to go In Camera at 7:50pm by Jeff Covey

Motion to leave In Camera at 8:06pm by Jeff Covey

-The Board is reprioritizing the creation of a facility subcommittee to review and update the previous version of the facility wish list within the next 90 days

6. Business Arising from the Minutes

6.1 Meet and Greet with Council – follow-up discussion

-The Board was happy to be able to introduce Monique to Town Council and other representatives at its Meet and Greet event on April 28 and looks forward to future conversations; thank you cards will be sent to attendees

6.2 Transit Centre update

-No updates have been received since last meeting; Monique Fiedler-Sills will follow up with Town to find out status and get more information

6.3 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

7. Reports

7.1 Library Director Report

-Monique Fiedler-Sills reported on current goals at the preceding working meeting; current focus is on HR planning, meeting with partners in the community, policy and bylaw review, and facilities assessment
-Currently reviewing Plan of Service and will provide feedback at next meeting

7.2 Finance Committee Report

-James Foran presented April financial report and highlighted other financial matters

Motion to accept all reports as information by Jeff Covey

Carried



8. Public Question Period

None

9. Next Meeting & Adjournment

-Next meeting will be June 21 (in-person with option to attend via Zoom)
-Meeting was adjourned by Jeff Covey at 8:39pm

Minutes approved by:

	June 21, 2022
Jeff Covey – Chairman	Date
	June 21, 2022
Monique Fiedler-Sills – Library Director	Date