

DRAFT MINUTES

The Town of Cochrane Library Board

Tuesday, June 21, 2022

Trustees Present:

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

Staff Present:

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

Guests Present:

Elsa Gee, President, CUPE Local 1169

Trustees Absent:

Cyndie Baum

Public:

None

1. Call to Order

The meeting (held in person and via Zoom) was called to order by Jeff Covey at 7:07pm

2. Agenda Approval

2.1 Additions

6. In Camera (Wage grid review) – 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 May 24, 2022 minutes by Rhonda Newman

Carried

4. New Business

4.1 Closure request – Staff day

-Monique Fiedler-Sills proposed closing the Library for the full day on Friday, August 12 for a full-day staff meeting day, to include information updates, change management and professional development
-This is not intended to be precedent setting, as in future years it is anticipated that staff PD day will again be the Marigold conference

Motion to approve a full-day Library closure on Friday, August 12 for an all-staff professional development day by Rhonda Newman

Carried

5. Business Arising from the Minutes

5.1 Plan of service review/status

-Monique Fiedler-Sills provided highlights following review of current plan of service running through to 2023, at the preceding working meeting. Summary document was provided to the Board in advance of meeting.

-3 key areas to be focused on currently, and heading into development of new plan of service, are: increasing attendance, evaluating programs, and working with partners

5.2 Facility update

-The Board is working with Monique Fiedler-Sills to determine the best use of the current facility and setting future priorities if a new space should become available in the future

5.3 Donation/Grant recognition policy

-Monique Fiedler-Sills, Rhonda Newman, and Karen Robertshaw met to review current policy and procedures around donations and grant receipt and recognition to identify areas for expansion and editing

-Conversations will continue and proposed updated policy will be presented to the Board at the September meeting

5.4 Blake Richards

-Blake Richards will be on site at the Library on June 27 from 10-11am to speak regarding the Library's receipt of the federal New Horizons grant for seniors programming; press have been invited and refreshments will be served

5.5 Transit Centre

-Monique met with Mike Korman and Mitch Hamm for an update on the transit centre; soft launch is expected in September and it is still anticipated that the Library will be able to reserve some space and times for programming

-There may be space available for Library promotional materials and related wayfinding planned for downtown will include the Library

5.6 Friends update

-No update at this time

5.7 Vehicle update

-At previous Board meeting on May 24, the Board voted to accept a vehicle generously being donated by Cochrane Toyota

-Monique will be following up with Toyota to confirm next steps and will continue investigating other cost considerations including insurance estimates

5.8 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

6. In Camera (Wage grid review)

Motion to go In Camera at 7:47pm by Jeff Covey

Motion to leave In Camera at 8:00pm by Jeff Covey

7. Reports

7.1 Library Director Report

-Monique Fiedler-Sills reviewed highlights of the Library Director Report emailed to Board members in advance of the meeting; the focus right now is on staffing, facility, and reaching out to community partners

-In the prior year, the Library closed on September 30 in recognition of the National Day for Truth and Reconciliation; this is a paid holiday for union staff under the Collective Agreement

-If remaining open in 2022, it must be for a specific purpose related to the date and any staff working must be compensated according to policy

Motion to follow suit with the Town of Cochrane policy regarding potential closure of the Library on September 30, 2022

Carried

7.2 Finance Committee Report

-James Foran presented May 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

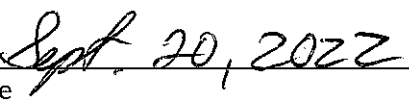
-Next meetings will be September 20 and November 15

-Meeting was adjourned by Jeff Covey at 8:33pm

Minutes approved by:



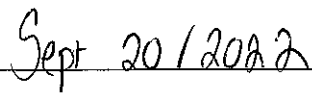
Jeff Covey – Chairman



Date



Monique Fiedler-Sills – Library Director



Date