

The Town of Cochrane Library Board
Meeting Minutes
Tuesday, September 20, 2022

Trustees Present:

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

Staff Present:

Monique Fiedler-Sills-Library Director

Guests Present:

Mike Mathyk, Vice President, CUPE Local 1169

Trustees Absent:

Cheryl Dornian

Public:

None

1. Call to Order

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

2. Agenda Approval

2.1 Additions
None

2.2 Motion to approve agenda by Cyndie Baum *Carried*

3. Minutes Approval from Last Meeting

3.1 Motion to approve June 21, 2022 minutes by James Foran *Carried*

4. New Business

4.1 Professional Staff Handbook

-Monique Fiedler-Sills completed a review of the Professional Staff Handbook, referring to the recently completed Library Director's Handbook for guidance, and recommended specific changes to the Board

-Monique Fiedler-Sills will incorporate the suggested changes and bring the final draft versions to the next Board meeting

4.2 COVID-19 Workplace Policies and Procedures

-Monique Fiedler-Sills updated several internal COVID-19 policies to abide by the most recent Alberta Health Services recommendations

4.3 Library Board Policy 1

-Kirsten Senz and Monique Fiedler-Sills completed a review of the Library Board Operations policies. Additional suggestions were provided by the Public Library Services Branch

-The Board discussed a number of the changes and the final draft version will be ready by the next Board meeting

4.4 Trustee Term Expiry: Morgan Nagel Oct 2022

-Town Council will determine if Morgan will be appointed as the Town Representative at an upcoming Fall meeting

5. Business Arising from the Minutes

5.1 Transit Centre

-The soft launch is planned for October and the Library will have the opportunity to provide additional programming in this space. The focus will be adult digital literacy programming

5.2 Plan of Service Review/Status

-Three priorities have been identified from the current Plan for the last year of the Plan of Service (2023): increased program offerings, program attendance, and partnerships

-2023 Plan of Service assessment process will begin in February

-Library programs related to increasing literacy include early literacy storytimes, youth outreach and school card campaigns, digital literacy, and seniors outreach with a focus on print disabled services

5.3 Facility Update

- State of readiness for Library vision includes a conceptual document that outlines where we want to be

-Prepared by November 30 to be shared to appropriate Board emails

5.4 Donation / Grant Recognition Policy

-Rhonda Newman creating terms of recognition for donors

-Adding to existing policy, will have something for the next meeting

5.5 Friends Update

-Friends group met and committed to hosting an off-site book sale in 2023. They will take over the large storage unit from the Library, pay the storage fee, and pickup books from the Library on a monthly basis

-The Board has budgeted for a contribution from the Friends in 2023

-James Foran will attend an upcoming Friends meeting

5.6 Vehicle Update

-Upon inspection the vehicle was not deemed suitable for the Library. The same donor will look for another vehicle to be donated. The Board appreciates the care and thought going into this donation

5.7 National Day for Truth and Reconciliation (Sept 30)

-Monique Fiedler-Sills will engage with local partners to determine how best to honor the National Day for Truth and Reconciliation. She will also survey other libraries to see how they are honoring this day. The Library Board will review this information next year and determine whether to close on September 30, 2023

Motion to approve the Library be closed for the National Day for Truth and Reconciliation on Sept 30, 2022 in line with Town of Cochrane policies by Kirsten Senz. Carried

5.8 Outstanding action items

- Link to outstanding action items list in SharePoint was provided in advance of meeting and reviewed during the 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 Monique Fiedler-Sills following this meeting; all Board members have access to review and update the status of their assigned action items

6. 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

Motion to approve the report as presented by Cyndie Baum Carried

7.2 Finance Committee Report

- James Foran presented the June financial report
 - Though the Library budgeted for a deficit, due to the shortfall in wages at the beginning of the year, the Library is on track for no deficit
 - The CEBA loan has been paid back

Motion to approve the report as presented by Rhonda Newman Carried

7.2.1 Approval of Draft 2023-2025 Operating Budget

- James Foran presented to draft budget which proposes to eliminate card fees and overdue fines in 2023. It will do so through diversifying revenue streams while maintaining wages and benefits
- The Board discussed whether the anticipated revenue from donations is realistic and if the Library should consider eliminating only one revenue stream at this time – membership fees or fines
- The majority of Board members decided to add a capital contingency fund and increase the anticipated amounts for several expense lines subject to inflation to the proposed budget

Motion to approve the draft 2023-2025 budget as amended by James Foran Carried

8. Public Question Period

None

9. Next Meeting & Adjournment

- Next meeting will be Tuesday, November 8
- Meeting was adjourned by Jeff Covey at 8:35 pm

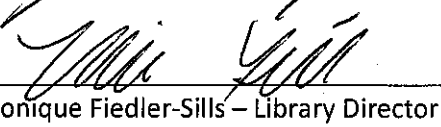
Minutes approved by:



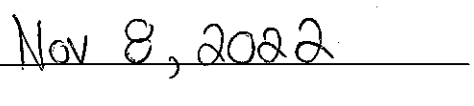
Jeff Covey – Chairman



Date



Monique Fiedler-Sills – Library Director



Date