

MEETING MINUTES

The Town of Cochrane Library Board
Tuesday, November 8, 2022

Trustees Present:

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

Staff Present:

Monique Fiedler-Sills-Library Director

Guests Present:

None

Trustees Absent:

Cyndie Baum

Public:

None

1. Call to Order

The meeting (held in person and via Teams) was called to order by Jeff Covey at 7:03 pm

2. Agenda Approval

2.1 Additions to agenda

4.5 Library Board Development

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

Carried

3. Minutes Approval from Last Meeting

3.1 *Motion to approve minutes from September 20, 2022 by Kirsten Senz*

Carried

4. New Business

4.1 Library Board Executive

-Adjustments to Policy 1 have created a Secretary role. Canvas for a trustee with the intent of filling the Secretary position

-This is an excellent opportunity and great way to get to know the community

4.2 Terms of Reference

-At the behest of the Town, the Board has undertaken an annual review of the Terms of Reference. The section stating that the Board comply with the Procedural Bylaw and Municipal Government Act (MGA) requires some adjustment, as the Board is not a committee of Council, nor does it abide by the MGA. It is an independent corporation as established by the Libraries Act

-Monique Fiedler-Sills will contact the Town requesting the removal of this directive to align with the Public Library Services Branch (PLSB) recommendation

4.3 Self Evaluation for Alberta Library Boards

-Rhonda Newman will complete this evaluation on behalf of the Board for an internal review to be discussed at the next meeting

4.4 CUPE 1169: Letter to Open

-The Board has waived the requirement to meet within 30 days of receiving the Letter to Open and will meet with the bargaining unit for CUPE Local 1169 in the New Year

-The Library's bargaining unit will include Jeff Covey, Kirsten Senz, Monique Fiedler-Sills, and April Baxter

-Monique Fiedler-Sills will contact CUPE Local 1169 Vice President, Mike Mathyk with the names of the Library's bargaining unit

4.5 Library Board Development

4.5.1

-The Library does not currently have a Vice Chair and the Past Chair role no longer exists

-The Board will consider exploring a defined role for those who have served previously as Chair in consultation with Cyndie Baum at the next meeting

4.5.2

-Cheryl Dornian submitted her resignation to the Board. The Board appreciates her time and contributions

-Monique Fiedler-Sills will contact the Town about the resignation and the process for the recruitment of new trustees

-Monique Fiedler-Sills and Jeff Covey will collaborate on a Thank You card

5. Items for Information

5.1 CUPE 1169: Letter to Open

5.2 Marigold Regional Library Agreement

5.3 Minister Introductory Letter for Chief Elected Officials and Public Library Boards

6. Business Arising from the Minutes

6.1 Board Communication – Emails

-Monique Fiedler-Sills will start the process for eliminating the Board email addresses created through Marigold, while ensuring continued access to online Board documentation

6.2 Board Online Presence

-Jeff Covey, Morgan Nagel, and James Foran will provide head shots to the Library for the website

6.3 Friends of the Library Update

-The Friends are active and have begun picking up materials on a monthly basis for off-site storage in anticipation of the 2023 book sale

-The Board is encouraged by their efforts and thankful for this group

- 6.4 National Day for Truth and Reconciliation Update**
-The majority of libraries in the Marigold Library System choose to honour this day by remaining open and the PLSB Indigenous Public Library Services Advisor recommended each Library look locally to determine priorities
-Monique Fiedler-Sills will make the necessary changes to the Professional Staff and Library Director Handbooks to align with the Board's decision

Motion that the Library remain open for the National Day for Truth and Reconciliation on September 30 by James Foran ***Carried***

- 6.5 Professional Staff and Library Director Handbooks**
-Monique Fiedler-Sills noted that the recommendations from the previous meeting have been incorporated into the document

- 6.6 Library Board Policy 1**
-Monique Fiedler-Sills noted that the recommendations from the previous meeting have been incorporated into the document

Motion to formalize the Professional Staff and Library Directors Handbooks and Policy 1 into record by Morgan Nagel ***Carried***

- 6.7 Library Board Policy 5**
-Rhonda Newman provided recommended edits to the current Gifts and Donations Policy including more detail surrounding sponsorship, recognition, and receipting
-Monique Fiedler-Sills will incorporate the changes and include for final approval at the next meeting

- 6.8 Facility Vision Document**
-The Board has a preliminary document to respond to future requests
-Monique Fiedler-Sills will continue to improve this document as updated information becomes available

- 6.9 Trustee Term Renewal: Morgan Nagel Oct 2023**
-Morgan Nagel has been appointed to the Board for an additional term until October 2023
-The Board appreciates Morgan's advocacy on behalf of the Library

- 6.10 Outstanding action items**
-Link to outstanding action items list in SharePoint was provided in advance of 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

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

7.2 Finance Committee Report

7.2.1 Operating Budget 2023-2025 Update

-James Foran presented the September financial report

-Some funds have been moved into GICs

-The Budget now includes a forecast column as per Rhonda Newman's request

-The 2023 Budget and Plan of Service will help the Board determine how to best utilize surplus funds moving forward

Motion to approve the Library Director report and Financial Committee report as presented by Jeff Covey ***Carried***

8. Public Question Period

None

9. In Camera: Personnel

Motion to go In Camera at 8:08 pm by Jeff Covey

Motion to leave In Camera at 8:13 by Jeff Covey


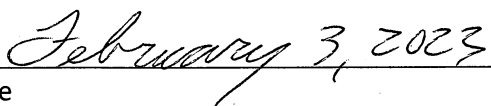
Recommendation to proceed with the evaluation of the Library Director.

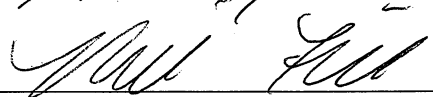
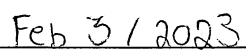
10. Next Meeting & Adjournment

-Next meeting will be Tuesday, January 10, 2023

-Meeting was adjourned by Jeff Covey at 8:13 pm

Minutes approved by:

 _____  _____
Jeff Covey – Chairman Date

 _____  _____
Monique Fiedler-Sills – Library Director Date