



**The Town of Cochrane Library Board
Board Meeting Minutes
February 28, 2023 @ 7:00pm**

1. Call to Order – 19:03

Attendance: Cyndie Baum, James Foran, Rhonda Newman, Kirsten Senz, Christopher Gillespie, Morgan Nagel, Mike Mathyk (Guest), Monique Fiedler-Sills (Staff)

Regrets: Jeff Covey

Quorum achieved

2. Agenda Approval

2.1 Additions to agenda – addition 5.9, Ranch House

2.2 Approval of agenda – N/A

3. Minutes Approval from Last Meeting

3.1 Approval of minutes from January 10, 2023

Moved by Cyndie Baum to adopt the minutes, seconded ~~Kristen Newman~~ Carried


Kirsten Senz

4. Items for information

4.1 Advocacy How-To Guide: Alberta Provincial Election 2023

4.2 Provincial Advocacy Handout

4.3 Cochrane Public Library Annual Report Infographic 2022

4.4 Library Incident Reports Statistics: Feb 2022-2023

4.5 Appointing a Trustee to the Marigold Library Board

4.6 Correspondence: Marigold Board Representative

4.7 Correspondence: Patron Feedback

4.8 Correspondence: Public Library Services Branch – Past Chair

5. New Business

5.1 Annual Report and Survey 2022 –

eMotion from Feb 13, 2023: ***Motion to approve the PLSB Survey and Report as circulated by Cyndie Baum*** ***Carried***

5.2 Library Board Policy 1 – Suggested Revisions

- Amending 11.5 to state that the Past Chair is not elected – it's an unelected position, current 11.5 will become 11.6 - Clarifying role of Past Chair under 12.6

Moved to approve policy - Kirsten Senz, seconded James Foran - Carried

5.3 Marigold Library Trustee

- Received some information about the Marigold Library Trustee
- Board can recommend someone, approved by the Town
- **Monique to inform the Town that Christopher Gillespie be recommended for appointment**

5.4 Provincial Advocacy

- Discussion about how much time and effort is needed and whether it's our place to be involved
- Rhonda put her name forward if we decide to pursue this



- Create a sub-committee to think about what we should do and what we can do – Chaired by Rhonda Newman, Members Cyndie Baum and Kirsten Senz**
- 5.5 Library Security
Item for information – Monique delivered a report about escalating incidents, partnership with the Station on security. Station to take on the cost from 8:30-4:30 M-F, see how this works and evolve if we need
Thanks to Monique for bringing awareness of this situation to the Board.
- 5.6 Library Closure: Marigold Library Conference – May 10, 2023
- In our policy that staff attend the Marigold Library Conference, Board Members encouraged to attend, it's in Calgary. Need to close to allow for attendance. Monique to send out registration info when available
Moved James Foran, seconded Morgan Nagel to close the Library May 10, 2023 for the Marigold Conference - Carried
- 5.7 Safety and Use Bylaws – Recommended Revisions
- Monique provided some highlights
- Clarify room rentals, TRAC guidelines, complete overhaul
- These bylaws are unique – Town Council needs to provide them as a package for information
- Updated the library district map
- Circulated the document to the Board
Moved Morgan Nagel, seconded Kirsten Senz the adoption of the Safety and Use Bylaws - Carried
- 5.8 Western Canada Fundraising Conference
- Monique signed up for the conference and needed permission from the Board
Moved Morgan Nagel, seconded Kirsten Senz that Monique should attend the Western Canada Fundraising Conference – Carried
- 5.9 Ranch House
- Need a subcommittee for sub committee focused on space
- Discussion about needing to discuss after plan of service or need a regular look
- What do we present as new
- Facility assessment is different from a needs assessment
- Should discuss more offline
- Focus on the Plan of Service first
- Need to look at a proposal for the Cochrane Ranch Club House
Moved James Foran, Kirsten Senz second for Monique to follow-up about the Cochrane Ranch Club House – Carried



6. Business Arising from the Minutes

- 6.1 Library Board Policy 2-4, 6-8 – Incorporated Revisions
Revisions incorporated – needs approval
Moved Morgan Nagel, seconded Rhonda Newman that the revisions to Policies 2-4, 6-8 be adopted and approved - Carried
- 6.2 Plan of Service Community Conversation – March 18, 2023
- Item for information – hired a facilitator to help do the plan of service, everything is motion, space is free from the town, sent invites, following-up on invites with stakeholders.
- 6.3 Environmental Scanning Session – March 9, 2023
- Item for information – with board and staff – invites already went out – time from 7-8:30. Monique to ensure Board has everything they need.
- 6.4 Outstanding action items
- Terms of reference for whether to expand the Board – currently capped at 7 but can go up to 9. Board needs to discuss and bring back to town
- Probation review still in progress
- Need to update signatures
- Created timesheet for estimated volunteer hours

7. Reports

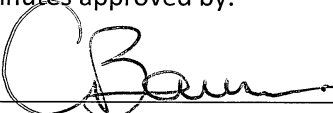
- 7.1 Library Director Report
- Home Treasures gave \$5000 – to date a total of \$10,000 raised for the Lucky Day Collection
- Discussion about the Fine and Fee Free – 250 people attended the event – how do we extend this for the town to celebrate this
- Leadership team discussing suggestions on how to celebrate for all town members throughout the year
- 7.2 Finance Committee Report
- Everything on track for what we expect
- Forecast does not mean much month over month and move to quarterly review based on recommendations from the Finance Committee
- Many of the funds are lump sums that come in as chunks
- Could update wages and benefits monthly
- Discussion about what financial documents the Board wants to review



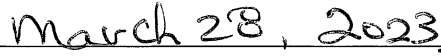
Moved Kirsten Senz, Seconded Morgan Nagel to accept the reports as given – Carried, Rhonda Newman abstained

8. Public Question Period – **No questions**
9. Next Meeting & Adjournment – **Next Meetings March 28, May 16, and June 13**
Adjourn @ 20:02

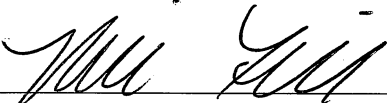
Minutes approved by:



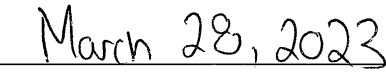
Cyndie Baum – Chair



Date



Monique Fiedler-Sills – Library Director



Date