



**The Town of Cochrane Library Board
Board Meeting Minutes
March 28, 2023**

Attendance: Cyndie Baum, Rhonda Newman, James Foran, Christopher Gillespie, Monique Fiedler-Sills (Staff) – **Quorum Achieved**

1. Call to Order – 19:04
2. Agenda Approval
 - 2.1 Additions to Agenda – No additions
 - 2.2 Approval of Agenda – **Moved Christopher Gillespie**
3. Minutes Approval from Last Meeting
 - 3.1 Approval of Minutes from February 28, 2023
– **Moved Christopher Gillespie, Seconded Rhonda Newman - Carried**
4. Items for information
 - 4.1 Cochrane Public Library Annual Highlights 2022
 - 4.2 Staff & Environmental Factors Summary- March 9, 2023
 - 4.3 Correspondence: Letter from Minister Schultz
 - 4.4 Town of Cochrane Club House Proposal
 - 4.5 Cochrane Library Board Terms of Reference
5. New Business
 - 5.1 Town of Cochrane Club House Proposal
Motion: Monique will draft a proposal be submitted to the Town as soon as possible for a sole use lease of the Clubhouse through 2024, with the option to extend through 2025, reflecting that it is a partnership and pilot to alleviate the stress of the current library space. The proposal should include all costs associated with creating a second branch, inclusive of staff and capital costs. – **Moved Rhonda Newman, Seconded Cyndie Baum – Carried**
 - 5.2 Friends of the Library: Executive & Book Sale
For information: Monique and Cyndie will meet with the new Friends of the Library Board. The Board looks forward to working with them in the coming year. Their book sale is on April 22/23 at the Cochrane Ranch House. Monique to look into signing up new members at the sale.
 - 5.3 Terms of Reference
Decision by the Board not to request an increase to the number of Trustees at this time.
6. Business Arising from the Minutes
 - 6.1 Items to Town of Cochrane Council
Monique working with the town to update the previously requested Terms of Service updates, approval of the Safety and Use Bylaws, and requesting that Christopher Gillespie be appointed to the Marigold Library Board as the Town's representative.



6.2 Plan of Service 2024-2026

Plan of service workshop, lead by Barb Petersen, went really well. The morning session with community had 40+ agencies represented and the Board and managers met in the afternoon. The session resulted in a narrowing down of the library's service plan priorities. Monique is continuing to work with Barb on refining the service plan priorities, as well as some objectives within each priority. At the May meeting, the Board should see the draft plan of service for review and comment. By June the Library will have a plan of service for the budget process. Jesse sent a thank you to all agencies and provided the community report. Plan of Service will be made available to the public on the Library website when it has been approved.

6.3 Advocacy Subcommittee Update

The Committee has exchanged some conversation and thought (Cyndie, Rhonda, and Kirsten). We, as a library Board continue to look for ways to advocate on behalf of the Library. The Committee recognizes that there are many different ways that address advocacy. Discussions continue as we look for ways to bring key people inside the walls of our library too see the amazing work that is being done here. Advocacy with the Town should tie into the Town's strategic plan. The committee will continue discussions to put forward a plan.

6.4 Library Security Update

Monique has met all members of the security team from the Transit Center. They check into the library between 12:30-4:30 each day. Having a partner across the street has helped, although the Library may need more assistance eventually. No serious incidents in well over a month.

6.5 Marigold Library Conference – May 10, 2023

Monique is working with the managers and staff to ensure an excellent development experience for everyone. The library will be closed May 10th.

6.6 Outstanding Action Items

The Fire Department has reached out about conducting our annual fire inspection. Monique to discuss the possibility of conducting some fire drills as well.

Reminder to the Board to input their monthly volunteer hours.

7. Reports

7.1 Library Director Report

People are enjoying the lucky day collection. Staff attended social media training and the uptake has been going well. The Library is using social media to recognize community members donating to the lucky day collection. The Library still needs to develop the virtual donor wall. A press releases has been sent out for Library Giving Day (April 4) tied in with Grow a Reader. June is Canadian Giving Challenge. Cochrane Activettes gave \$2500 towards a reading nook in the youth reading section. The Board has asked Monique to track how actions taken are responding to the community concerns on the survey.



7.2 Finance Committee Report

No major changes on anything this month. Biggest item was the grants. The Board does not need to worry about our grant goals as they have already been surpassed and those are not operational items that allow the Library to do programming and activities that are not in the budget. The Library received an increase in funding from the Province and Marigold. This will cover off the \$7000 deficit and put the books back in balance for the year. The Library continues to work on bringing costs down. Staff are looking at streamlining and finding cost efficiencies. Overall, the budget is looking solid, no big concerns. Audit is still up and coming. We have secured a local CPA to come in a couple times a month to look at the financial records beyond the audit.

7.2.1 Operational Budget- Provincial & Marigold Grant Increase

No deficit this year. Monique would like to hire the summer students even if we do not get the Summer Reading Club (SRC) grants. SRC runs July to August and two groups, four deliveries a day. Monique wants SRC on site for now because that is where the collection is located. Cost is \$14,366. Monique also requested more casual hours to support vacation and sick leave. The Board noted that this funding for casual hours would also be required going forward if approved. Amount requested was \$7000.

Motion that \$7000 be allocated to cover the deficit, \$7000 for casual hours, and \$14,366 to guarantee the Summer Reading Club from the Government of Alberta grant increase – Moved Christopher Gillespie, Seconded James Foran - Carried

Motion to approve all reports. - Moved James Foran, Seconded Cyndie Baum- Carried

7.3 Personnel Committee Report (In Camera)

The Personnel Committee delivered their report on the review of the Library Director and recommended a rating of excellent.

7.3.1 In Camera

Motion – Approve the Personnel Committee Report and a wage increase effective May 16, 2023 moving the Library Director from Level 1 to Level 3 on the wage grid. – Moved James Foran, Seconded Christopher Gillespie - Carried

8. Public Question Period – No questions

9. Next Meeting & Adjournment



Next meeting is May 16, 2023.

Meeting adjourned at 20:28

Minutes approved by:

Cyndie Baum – Chair

Date

Monique Fiedler-Sills – Library Director

Date