

## MINUTES

The Town of Cochrane Library Board  
Tuesday, March 26, 2019

### Trustees Present:

Jeff Covey – Vice Chairman  
James Foran – Treasurer  
Joan Urschel  
Susan Flowers  
Dean Rask

### Staff Present:

Karen Robertshaw – Accounting & HR Manager

### Guests Present:

Elsa Gee – President, CUPE Local 1169

### Trustees Absent:

Cyndie Baum – Chairman

### Public:

None

#### 1. Call to Order

The meeting was called to order by the Vice Chairman at 7:03pm

#### 2. Agenda Approval

2.1 Additions  
None

2.2 *Motion to approve agenda by Susan Flowers* *Carried*

#### 3. Minutes Approval From Last Meeting

3.1 Minutes from the last meeting on January 22, 2019 were approved via an email vote on March 19, 2019

#### 4. New Business Items

4.1 Approval of Plan of Service

*Motion to approve the 2019-2023 Plan of Service as presented, by Susan Flowers* *Carried*

4.2 Approval of updated Library Code of Conduct

*Motion to approve the updated Library Code of Conduct as presented, by Joan Urschel* *Carried*

4.3 Approval of Friends Policy

-The Board reviewed the proposed policy and provided feedback; Executive Director, Karen Robertshaw, and Susan Flowers will prepare and present a revised draft policy at the next meeting

4.4 Approval of PLSB Annual Report

*Motion to approve the 2018 PLSB Annual Report as presented, by Treasurer Carried*

4.5 Approval of May 15 Closure

*Motion to approve closing the Library for the day on May 15 to allow staff to attend professional development, by Joan Urschel Carried*

4.6 Town Committees Code of Conduct

-All Board members present signed updated copies of the Town of Cochrane Council Committees Code of Conduct (now Bylaw 12/2018); signed copies will be returned to the Town by Karen Robertshaw

5. Reports

6.1 Executive Director Report

-Monthly report was distributed via email in advance of the meeting and additional upcoming events and changes were discussed

6.2 Finance Committee Report

-Treasurer presented the February 2019 financial report  
-Auditors will attend the April meeting to present their report to the Board

6.3 Marigold Report

-No report

*Motion to accept all reports as information by Joan Urschel Carried*

6. Public Question Period

None

7. Next Meeting & Adjournment

-Next meeting will be Tuesday, April 16, 2019 at 7:00pm  
-Meeting was adjourned by the Vice Chairman at 7:49pm

Minutes approved by:

  
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Jeff Covey – Vice Chairman

*April 16, 2019*  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
James Foran – Treasurer

*April 16/2019*  
\_\_\_\_\_  
Date