

Cochrane Public Library Board

Minutes

Meeting of the Cochrane Public Library Board held on **Tuesday February 12, 2008**
Amended March 25, 2008

1. OPENING PROCEDURES

(A) The Meeting was called to order at 5:00 p.m.

Present:

Margaret Hermeston, Chair
Lisa Girard, Vice-Chair, Council Rep.
Theresa Dunn, Director
Linda St. Amant, Director
Michelle Decevitto, Director
Carole-Ann Churcher, Acting CEO

In Attendance:

Chris McKay
Margaret Draves
Dennis Draves
Martin Krajcik
Aurora Rafacz
Elaine Kolomeitz
Jerry Monroe
Ray Froud

Remarks from the Chairperson: A welcome was extended to new Board member, Michelle Decevitto and to the attending public.

2. AGENDA

(a) Modifications/Additions/Deletions

Addition – Request received for copies of minutes.

(b) Conflict of Interest: None declared

It was moved by Linda St. Amant that the agenda be accepted as amended; seconded by Theresa Dunn. Motion carried.

3. COMMENTS / PRESENTATIONS FROM THE PUBLIC

Presentation by Martin Krajcik. Copy given to the Board.

Presentation by Elaine Kolomeitz. Copy given to the Board.

Questions from the floor: Concerns were raised by the public on a personnel issue to which the Board advised those in attendance that the Board was unable to address the public's concerns due to the fact that the issue was of a personal and personnel nature and a response from the Board would breach privacy laws. Points of order were questioned by the public, which the Board clarified citing Robert's Rules of Order.

4. STANDING ITEMS

(a) Minutes of the Meeting of November 14, 2007. Minutes are not yet available, will be available for March meeting.

(b) Minutes of the Meeting of January 15, 2008.

It was moved by Lisa Girard that the minutes of the January 15, 2008 meeting be accepted; seconded by Theresa Dunn. Carried.

(c) Business arising from the Meeting of January 15, 2008.

(i) Janitorial Contract – The Property Committee will report on this at a later date.

(d) Librarian's Report

- Laminating machine needed, Board approved purchase.
- Computers to be purchased for CAP (Community Access Program) grant before March 31/08
- Website links with town and Ministry of Culture has been completed. Additional website updates will be presented at March meeting.
- Request to hire Peter Mennie, "That Magic Guy" at a cost of \$300 for summer reading program, Board approved.
- The Library has acquired the assistance of qualified French community volunteers to assist in the translation of English public information, i.e. brochures and website.
- List of staff training to be updated to include photocopies of certificates indicating expiry dates. The list will be placed in personnel files.
- The library will assist Block Parents in distributing Child Identification Kits for children under the age of 8 at the circulation desk and during Outreach programming.

Moved by Theresa Dunn that the Librarian's Report be accepted; seconded by Linda St. Amant. Carried.

(e) OH&S REPORT

The report was noted

(f) Committee Reports

None.

(g) Treasurer's Report

The report was noted.

- It was suggested that GIC's be purchased with a portion of the savings at the Caisse Populaire account. The Finance Committee to report back to Board at March 08 meeting with possible options.

(h) Municipal Financial Reports

The report of January 31, 2008 was noted.

(i) Outreach/Extension Librarian's Report

The report was noted.

- The Board will make decisions regarding the proposed March Break Program A.S.A.P.

(j) Correspondence

- (i) Letter of thanks from the Lions Club of Cochrane Re: Lion's Telethon
- (ii) Letter re: Library programming
- (iii) Letter from Ministry of Culture Re: Cultural infrastructure projects funding
- (iv) Letter re: Donation of the book Northland Post
- (v) Email from OLS-N Re: Library Board Orientation and Special Topic Presentations
- (vi) Letter from Town of Cochrane appointing new Board member
- (vii) Letter re: request to meet with the Board on Feb 12/08 (this date).

5. BUSINESS ARISING

- (a) **GST REBATE** – to be brought forward to the next meeting.
- (b) **Staff Day** – to be brought forward to the next meeting.
- (c) **Oath of Office** – to be brought forward to the next meeting.

6. NEW BUSINESS

- (a) **Signing authority for Caisse Populaire Account**
- (b) Request received from member of the public for copies of Board minutes from October 1/07 to and including January 17/08. The request will be met by the chair.

Motion 2008- 5 Moved by Theresa Dunn that the Board approve the removal of Dawn Monroe and Susan Parton as signing authority for the Caisse Populaire account. Carried.

Motion 2008- 6 Moved by Theresa Dunn that the Board approve the addition of Maggie Hermeston and Carole-Ann Churcher as signing authority for the Caisse Populaire account. Carried.

7. ROUTINE ITEMS

(a) Municipal/Provincial/Federal/Other –nothing at this time

8. IN-CAMERA

Moved by Lisa Girard that the Board move in-camera at 6:45 p.m. to discuss personnel issues; seconded by Linda St. Amant. Carried

Moved by Lisa Girard that the Board move out-of-camera at 7:40 pm; seconded by Michelle Decevitto. Carried.

9. FUTURE AGENDA ITEMS

Ministry of Culture Annual Report
Accreditation
Policies and Procedures

10. NEXT MEETING- March 11, 2008

11. ADJOURNMENT: The meeting was adjourned at 7:42 p.m.

OFFICIAL MINUTES

SIGNED: Margaret Hermeston, Chair
Carole-Ann Churcher, Secretary

DATED: March 25, 2008