

Minutes

Cochrane Public Library Board

Meeting of the Cochrane Public Library Board held on **Tuesday April 15, 2008**

1. OPENING PROCEDURES

The Meeting was called to order at 5:04 p.m.

Present:

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

Remarks from the Chair: An update on current projects was given; the Collective Agreement bargaining negotiations, Programme Restructuring and policy and procedures are progressing as scheduled, with a meeting to be held in May to review all By-laws.

Accomplishments by the Board and staff to date; work schedule hours are within allocation range, the budget has been completed and submitted to the municipality, all motions from 1989 to the present have been indexed and will be forwarded to the Board for reference purposes, employees have had 2 staff meeting in less than 4 months, web site has been updated, and continues to be maintained and added to, JASI is on schedule, Board committees are operating, Caisse account has been reviewed and updated, the creation of a coding manual for accounts payable is in progress and job descriptions are being rewritten.

The Chair outlined future Board projects; FOIPPA workshop/staff day, Mediation workshop/staff day, and the creation of a Communications Plan.

The Chair thanked the Board, the A/CEO and the staff for the effort and work that has been exhibited.

2. AGENDA

(a) Modifications/Additions/Deletions

Additions to New Business: (m) New Board Members
(n) Stamps from Stamp Club

(b) Conflict of Interest: None declared

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

3. COMMENTS / PRESENTATIONS FROM THE PUBLIC

No presentations

4. STANDING ITEMS

(a) Amended minutes of the Meeting of January 15, 2008.

It was moved by L. Girard that the amended minutes of January 15, 2008 be accepted as printed & circulated; seconded by M. Decevito. Motion carried.

(b) Amended Minutes of Feb 12, 2008 were circulated.

(c) Minutes of the Meeting of March 11, 2008.

It was moved by L. St. Amant that the minutes of the March 11, 2008 meeting be accepted; seconded by L. Girard. Motion carried.

(d) N/A (d) was omitted from Agenda

(e) Business arising from the March 11, 2008 minutes

- (i) Estimated cost of installing 2 doors, a wall and a numeric lock in the front entrance to control access to lower level was discussed with the following concerns identified:
- A door leading to the lower level will likely be propped open and thus eliminate purpose.
 - Locking bathroom doors on the lower level may be an inexpensive method of dissuading the public from accessing the lower level. A sign could be posted stating "Washrooms on lower level are locked. Please use washrooms upstairs". The Acting CEO will look into this.

(f) Librarian's Report.

- Microsoft Office 2007 software was purchased for 3 new public computer stations.
- DVD Recorder was purchased.
- Board approved increased cost of \$85.00 for book bag purchase to accommodate a 2 colour logo (White & Black) and the selling price of a bag increased from 8 to 10 dollars.
- Board approved websites updates for Reading Buddies and Tutor Program.
- JASI grant has been approved by OLS-North. Details to follow.
- The Library will participate in ACFO's "Foire d'information pour les personnes âgées" on Apr 30, 2008 to promote library services & programs to elders in the Cochrane area.
- Board approved a 1 hour training session for the Acting CEO, "A librarian's guide to graphic novels for children, teens and 'tweens" on April 29, 2008
- Annual survey completed and submitted to the Ministry of Culture.
- Break-in Policy, Printer use Policy and Multipurpose Room Policy still outstanding
- Letter of intent for Sarah Badgley Fund has been submitted.
- Memberships with OLA and FOPL have been renewed.
- Ideas to revamp the Teen Zone were discussed and will be brought forward to the next meeting. Board does not want us to solicit donations from merchants. Fundraising could be done but quotes for Teen Zone upgrades are first required.
- Co-op student from ESCHS will be at the library from April 3rd to June 16th
- The Board will ensure the Library is in compliance with new regulations recently issued under the Accessibility for Ontarians with Disabilities Act.
- Public Relations Committee will report next month on ideas to improve/relocate the donor tree at the entrance of the library.

It was moved by T. Dunn that the Librarian's Report be accepted; seconded by M. Decevito. Motion carried.

(g) OH&S REPORT

The report was noted.

- A policy for Health & Safety for Contractors/Subcontractors is needed
- A dehumidifier will be purchased for the basement if it is needed.
- Hygrometers will be purchased to measure moisture in the basement
- The Library Board has a Health & Safety Policy Statement which was passed in November 2007 that will be posted on the Library Bulletin rather than the Municipal Policy.
- Recommendation from WSIB Ergonomist to purchase an adjustable Drafting chair with a foot ring for the circulation desk to accommodate clerks of varying heights. Board will determine if one might be donated, if not Acting CEO is to make purchase.
- Proposed Incident report form to be reviewed for next month.

(h) Treasurer's Reports

The reports were noted.

(i) Committee Reports

The reports were noted.

- Finance Committee
 - ✓ Budget update (BF Feb/Mar/Apr 08) awaiting passing of municipal budget.
 - ✓ Board given current legal expenses update.
- Public Relation Committee
 - ✓ An overview of the 2007 Programmes, budget and statistics was presented. Recommendations were made for future improvement in conducting Library Programmes (i.e. planning ahead, greater use of Summer Reading Club manual).
- Facilities Committee
 - ✓ Will review Janitorial Contract soon and will look at building deficiencies, if any.
- Policy & Procedure Committee
 - ✓ Policies and Procedures being reviewed, have received a copy of the municipal hiring procedure and the municipal purchasing procedure to use as guidelines and as instructed by the province.

(i) Outreach/Extension Librarian's Report

The report was noted.

(j) Motions Passed Electronically

Motion 2008-13: Moved by L. Girard that the Board approve the hiring of Quiteria Paiva to the position of Casual employee effective retro-active to July 18, 2006; Seconded by T. Dunn. Motion carried.

Motion 2008-14: Moved by L. Girard that the Board approve the hiring of Joan Parsons to the position of Casual employee effective retro-active to January 9, 2008; Seconded by T. Dunn. Motion carried.

Motion 2008-15: Moved by L. Girard that the Board accept the resignation of Sherry O'Donnell from the position of Casual employee effective September 4, 2007; Seconded by T. Dunn. Motion carried.

Motion 2008-16: Moved by L. Girard that as the municipal Committee-of-the-Whole meetings and regular municipal council meetings are available to the residents of Cochrane via the Cochrane Community Cable channel and as these meetings create a valuable local history collection and as the Cochrane Public Library is mandated to collect and preserve such information, staff will, as part of their job requirements, record and label these meetings using current technical equipment. The recordings will be given to the Genealogy Society, as agreed, to be entered into the archived records collection of the Cochrane Public Library; Seconded by M. Decevito. Motion carried.

Motion 2008-17: Moved by M. Decevito that the Board approve the introduction of a Co-op student placement in the Library as per the agreed upon conditions between Ecole Secondaire Cochrane High School and Cochrane Public Library. The program is to be in effect from April 3/08 to June 16/08; Seconded by T. Dunn. Motion carried.

Motion 2008-18: Moved by M. Decevito that the Board approve the electronic posting of Regular Board Meeting minutes on the Cochrane Public Library website commencing with the minutes of the Feb. 12/08 regular Board Meeting; Seconded by T. Dunn. Motion carried.

Motion 2008-19: Moved by T. Dunn that the Board adopt the "5 Year Strategic Plan" dated April 15, 2008 and signed by the Chair and Acting CEO; Seconded by L. St. Amant. Motion carried.

(k) Correspondence:

- (i) Letter from patron re: Resignation of CEO – noted.
- (ii) Letter from OLS-North (Lorraine Leblanc) re: Media Relations Toolkit & Branding Toolkit – noted.
- (iii) Letter from Municipal CAO re: Application to the Cochrane Public Library Board – noted.
- (iv) Smile Card to Staff from grade 6 class, Aileen Wright School – noted with appreciation.
- (v) Letter from patron re: Resignation of CEO – noted.
- (vi) Letter from the Centre of Excellence for Municipal Leadership re: Masters Certificate in Municipal Leadership program being offered – noted.
- (vii) Email from OLS-North re: Nominations for the OLS-North Board/ Category B North Central area – noted.
- (viii) Letter from Library and Archives Canada re: The Canadian Book Exchange Centre (CBEC) closing – noted.
- (ix) Email from OLS-North (Marjatta Asu) re: RBC After-School Grants Program calls for grant applications. Deadline for submission is April 28th. Finance Committee advised that this has looked into this and have determined that first consideration is given to communities with a Royal Bank. Finance committee will submit an application but requires ideas/outlines from the Programmes Committee will be submitted, ideas for plans required from Public Relations Committee.

- (x) Email from the Federation of Ontario Public Libraries re: Knowledge Ontario receives \$5 million from Ontario Government
- (xi) Email from Municipal CAO re: Compliance with Accessibility Standards for Customer Service.
The Municipality will take the Library into consideration when writing the municipal plan.
- (xii) Email from OLS-North re: Announcement from Ministry of Culture - \$15 million for Ontario Public Libraries. This is a Fourth Quarter Investment project (included in the 2008 Budget) - New funding initiative, details not yet released
- (xiii) Invitation from ACFO to set up an information booth at the Events Centre on April 30, 2008 "Foire d'information pour les personnes âgées", Board has approved attendance.
- (xiv) Letter from patron re: Magazine donation, Chair to follow up.
- (xv) Letter sent to TOPS/Abitibi Projects re: Use of Multipurpose Room

5. BUSINESS ARISING

- (a) **GST REBATE**; to be brought forward to the next meeting
- (b) **Oath of Office**; to be brought forward to the next meeting.
- (c) **5 year strategic plan**; Plan has been revised and motion tabled to adopt.
- (d) **2008 Budget update**; to be brought forward to the next meeting and dealt with by the Finance Committee.

6. NEW BUSINESS

- (a) Purchase of Hospital Auxiliary Afghan: M. Decevitto will donate one for display at the Library.
- (b) Katimavik Volunteers may be coming to Cochrane Sept. 2008; Library will need a protocol or job description for these volunteers if they are to work in the Library (Programmes section).
- (c) Adoption of bear logo for Library. The Library will adopt the Polar Bear Reading a book logo created by OLS-North as their official logo for correspondence, forms, web, etc. Have been advised by OLS-N that the Library has complete ownership of the logo.
- (d) Volunteer Appreciation Night is set for May 21/08 to coincide with the end of the school year. Board will consider changing the process to bring cycle in line with the calendar year and the provincial celebrations.
- (e) Donations with conditions. Staff has received two such donations recently. The Policy and Planning Committee will review policy that pertains to this type of situation during the policy and procedure reviews.
- (f) Self Defense training for staff. L. Girard is a qualified instructor for a "Non-violent crisis intervention" course and has agreed to put on a 2-hour training session for Library staff in conjunction with a staff meeting in the future.
- (g) Yard Sale. Plans for a fundraising Yard Sale to be held this summer is underway, donations are appreciated.
- (h) Lions Club Poster Board. The Board is reviewing current "Public information bulletin boards and pamphlet display Policy. Chair will follow up with Lion's Club.
- (i) Board of Trade Web Site Link. A policy is needed to identify appropriate link to any organization. There are no links on our web site at the present time.

- (j) Imagine Canada. Imagine Canada, is an online directory of foundations & corporations designed to help nonprofit corporations access funding and fundraising information is offered at an annual rate of \$750. The Board feels the cost is too high for the Library alone and have approached the municipality to share the financing.
- (k) Revision to Motion #2007-22.
Motion 2008-20: Moved by T. Dunn that the Board amend Motion #2007-22 to read “that the Board approves a per diem of \$100.00/day for Trustees...” and in keeping with municipal By-law #507-2008; Seconded by M. Decevitto. Motion carried.
- (l) Public Advertising.
Motion 2008-21: Moved by L. St. Amant that all public communication must first receive Board approval; Seconded by Lisa Girard. Motion carried.
- (m) A request for New Board Members will be issued soon.
- (n) Stamp Club would like to donate envelopes of stamps for the library to sell for \$1.00 per envelope with proceeds going to the library. Chair will follow up.

7. ROUTINE ITEMS

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

8. IN-CAMERA

It was moved by L. Girard that the Board move in-camera at 9:35 p.m. to discuss personnel issues; Seconded by T. Dunn. Motion carried.

It was moved by T. Dunn that the Board move out-of-camera at 9:50 p.m.; seconded by M. Decevitto. Motion carried.

Motion 2008-22: Moved by T. Dunn that the Board commences the process required to fill the vacant position of Chief Executive Officer as per The Public Libraries Act R.S.O. Chapter P44, Sect 15(2); seconded by L. Girard. Motion carried.

9. FUTURE AGENDA ITEMS

Accreditation

Policies and Procedures; a) Multi-purpose Room Policy b) Printing of material by clients using Public Access Computer Stations c) Break-in policy

10. NEXT MEETING May 13, 2008.

11. ADJOURNMENT: The meeting was adjourned at 9:55 p.m.

OFFICIAL MINUTES

SIGNED: Margaret Hermeston, Chair

Carole-Ann Churcher, Secretary

DATED: June 2, 2008

