

Minutes

Cochrane Public Library Board

Meeting of the Cochrane Public Library Board held on **Wednesday, May 28, 2008**

1. OPENING PROCEDURES

The Meeting was called to order at 5:06 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:

The Chair thanked the trustees for their attendance and work at the by-law review meeting on May 24, 2008.

The Board was advised that the proposal submitted for funding from "Sarah's fund" is one of the final ten submissions being considered with a final expanded submission to be submitted by June 15. A working agreement has been established with Abitibi-Bowater regarding the proposal and attempts are currently underway to partner with the Boy Scouts and Girl Guides to meet the requirements of the proposal.

CUPE negotiations have been delayed by the Union and a new date has not yet been established.

Work on the 2009 budget has started.

2. AGENDA

(a) Modifications/Additions/Deletions

Correction to Dec 3rd minutes: Gilles Chartrand was present at this meeting
Motion 2007-53 should read Jennifer Griffin, not Jennifer
Dunn.

Additions to New Business: (l) Library correspondence
(m) Adopt-a-magazine
(n) Northern Lights Library Network
(o) Break-in-policy
(p) Annual Report

(b) Conflict of Interest: None declared

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

3. COMMENTS / PRESENTATIONS FROM THE PUBLIC

No presentations

4. STANDING ITEMS

(a) Minutes of the Meeting of April 15, 2008.

Correction: 4 (c) should read seconded by L. Girard
It was moved by L. Girard that the amended minutes of April 15, 2008 be accepted as amended; seconded by T. Dunn. Motion carried.

(b) Business arising from the April 15, 2008 minutes

None.

(c) Librarian's Report.

- The Northern Lights Library Network is seeking membership support from the Board.
- Circulation, Interlibrary loan, acquisition and cataloguing statistics were given to the Board.
- Verbal confirmation of funding has been received from OLS-N for the implementation of JASI. Staff are currently weeding the collection and preparing the database for bar coding. Inventory of the entire collection will be conducted in September and a formal timeline for implementing the JASI program will be presented next month.
- Anticipated yard sale proceeds will be deposited in the Caisse Pop Account for future use.
- The name the Bear Contest is underway and submissions are being made by library patrons. OLS-N will be displaying our Bear logo at their annual conference to promote their marketing services.
- Remote access to Knowledge Ontario from our website will soon be available.
- Board approved a press release and a boxed ad to be placed in the local newspaper to inform the public of Knowledge Ontario availability and training.
- Knowledge Ontario Training for staff and the public is currently underway and a web site update re Knowledge Ontario has been submitted to OLS-N
- Acting CEO will check with local schools to determine if access to Knowledge Ontario is available to students.
- The Art Club will be displaying their art work in the Library during the month of June.
- Board approved Breast & Cervical Cancer display in library June 2nd to June 9th, 2008, by the Canadian Cancer Society's "Screening Saves Lives" Project.
- Board denied request to sell raffle tickets for the Lady Minto Hospital Auxiliary as it violated solicitation policies.
- An offer of a one hour multi-media performance by Phynix was declined due to funding availability.
- An audio conference attended by the Acting CEO on graphic novels was discussed.
- A patron's suggestion that the library consider becoming a book vendor was presented but it was decided that with the availability of internet shopping, such a time consuming practice would not be initiated by the Library.
- Children's Services policies and procedures have been circulated to all staff for input and are now being reviewed by the Board.
- No written confirmation regarding a summer 'experience' position has yet been received. The Acting CEO will contact the municipality for further information.
- Teen zone proposal will be brought forward to the fall.

- A short update on Neonet computer training, Library volunteers and the co-op student progress was given.
- The Library was well received at the “Foire d’information pour les Francophones de 50 ans et plus” on April 30th, 2008.
- Minimum wage has been increased by the provincial government from \$7.50 to \$8.20. The only position in the Library affected by this change is that of the student. The increase was acknowledged and it was agreed that a review of the student hours will be conducted to ensure expenditure for the position does not exceed the budgeted amount.
- The computer inventory has been completed and available for Board review.
- Surplus equipment from Call Centre was received.
- The Horticultural Society and the Girl Guides will again maintain the Library flower beds.

It was moved by L. St. Amant that the Librarian’s Report be accepted; seconded by L. Girard. Motion carried.

(d) OH&S REPORT

The report was noted.

- A dehumidifier will not be purchased as it has been determined that the one currently in use is working well.
- Hydrometer readings have determined that moisture in the basement is not excessive.
- Proposed Incident Report Form will be brought forward to next meeting.

(e) Treasurer’s Reports

The reports were noted.

(f) Outreach/Extension Librarian’s Report

The report was noted.

- Board was presented with Registration Forms, calendars for July and August, a budget for the TD Summer Reading Club and letters to be sent to local schools for approval.
- Board approved letter of solicitation to the Club Colombe Richelieu for funding for French books. Letter to be signed by Acting C.E.O.

(g) Motions Passed Electronically

Motion 2008-23: Moved by M. Decevito that the Board adopt the “Bear with Books” as the official logo for the Cochrane Public Library and Library Board; Seconded by T. Dunn. Motion carried.

Motion 2008-24: Moved by M. Decevito that the Board approve the temporary appointment of Carole-Ann Churcher to the position of Acting Chief Executive Officer of the Cochrane Public Library retro-active to Jan. 23, 2008 as per the Public Libraries Act, R.S.O. 1990, c.P.44, s. 15(2); Seconded by T. Dunn. Motion carried.

Motion 2008-25: Moved by T. Dunn that the Board approve the temporary appointment of Beatrice Fortin to the Acting position of Assistant C.E.O. retro-active to January 28, 2008; Seconded by L. Girard. Motion carried.

(h) Committee Reports

The reports were noted.

- Finance & Personnel Committee

The committee updated the Board on the balance of funds in the Books/CD's/DVD's code (2011). Category received 23% less funding than in previous years. To date 68% of these funds have been spent. We currently have 61% of the year to go with 32% of funds remaining. The Committee recommended that the funds be monitored.

A notice of motion to be tabled at the June meeting was given regarding specific funding allocations for the collection and the Board was supplied statistic in support of the proposed motion.

Motion 2008-28: Moved by L. Girard that the Board approve the opening of a bank account at the Caisse Populaire to accommodate donation(s), deposits and related expense payments for Library Programmes. Reference: The Public Libraries Act, R.S.O. 1990, C.P44, Sect. 15(4) (b) and By-law CPL-B39-08; Seconded by T. Dunn. Motion carried.

Motion 2008-29: Moved by M. Decevito that the Board approve as signing authority for the "Programmes" Bank account at the Caisse Populaire; Carole-Ann Churcher, Acting C.E.O., Maggie Hermeston, Chair, and Theresa Dunn, Trustee; Reference Board By-law CPL-B40-08; Seconded by L. St. Amant. Motion carried.

Motion 2008-30: Moved by M. Decevito that the Board adopt the amended budget for fiscal year 2008 as approved by the Cochrane Municipal Council on May 12, 2008: Reference: The Public Libraries Act, R.S.O. 1990, C.P44, Sec 24(2); Seconded by T. Dunn. Motion carried.

- Public Relation Committee
 - i) Ideas for recognition of donations (i.e. Donation Tree)
Ideas were presented but future action will take place when policies and procedures are in place.
 - ii) Summer Reading programme for adults
Brought forward to fall 2008
 - iii) Motion tabled to acquire Board approval for all programmes and special events prior to presentation

Motion 2008-32: Moved by T. Dunn that a formal plan for all proposed Programmes, activities and special events to be held at the Library or on behalf of the Library shall first be submitted to the Board, in a prescribed format for approval and none of the above shall be conducted without pre-approval of the Board. All Programmes, special events and activities shall require annual review and approval. The Public Libraries Act, R.S.O. 1990, CP44, Sect 23 (4) (f); Seconded by M. Decevito. Motion carried.

Motion 2008-31: Moved by L. St. Amant that the Board adopt the Programmes Policy, Programmes Procedure 01 (Management Responsibilities) and Programmes Procedure 02 (Coordinator's Responsibilities) signed and dated May 28, 2008. Reference: The Public Libraries Act, R.S.O. C.P44, Sect. 23(4) (f) and the 5-Year Strategic Guidelines; Seconded by T. Dunn. Motion carried.

- Property Committee

The Board was briefed on current identified building deficiencies and advised that communication with municipality representatives has been ongoing in regard to maintenance of the Library. The committee is currently seeking clarification of responsibilities, funding, etc., as it pertains to Library facility maintenance.

(k) Correspondence:

- i) Letter from D. Monroe. Re: Donation of handmaid dish cloth, Chair to follow up.
- ii) Fax from Canpages re: Advertising in the James Bay Directory. It was decided that the Library would list in the James Bay Directory, free of charge rather than pay \$168.00 to have our listing bolded.
- (iii) Letter to Lion's Club: Request for funding for Summer Programmes
- (iv) Letter from Minister Responsible for Seniors Re: June is Senior's Month. Board would like to have something in place for June in 2009.

5. BUSINESS ARISING

- (a) **GST REBATE;** to be brought forward to the next meeting
- (b) **Oath of Office;** will be looked at again when policies & procedures are in place

6. NEW BUSINESS

- (a) Knowledge Ontario (web info, poster & brochure distributed)
- (b) Resignation of D. Monroe (Motion 2008-04) Noted

Motion 2008-04: Moved by L. Girard that the Board accept the resignation of Ms. Dawn Monroe from her position as the Chief Executive Officer of the Library. Seconded by L. St. Amant. Motion carried.

- (c) Volunteers – Calendar year

Motion 2008-33: Moved by L. Girard that all volunteer hours be calculated on a calendar year basis and that the public recognition of the accumulation of said hours be held in conjunction with provincially designated annual time frames. The Public Libraries Act, R.S.O. 1990, C.P44, Sec 23 (4)(f) and the 5-Year Strategic Guidelines (2008-13); Seconded by M. Decevitto. Motion carried.

- (d) Centennial Calendar: The centennial committee will be approached and the Library will suggest preparing a centennial calendar with historic photos of Cochrane
- (e) School bags in Library (insurance, policy, etc.) Item brought forward
- (f) Yard Sale: Board approved the sale of surplus computer equipment at yard sale.
- (g) Quote from Tom's Lockshop to change locks on washroom doors; 4 locks - \$1115.22, 2 locks (lower level) \$803.34. Item brought forward.
- (h) Approximate estimate to install 3 security cameras with a professional DVD Recorder: \$4000.00. Item brought forward.
- (i) Name the Bear Contest is currently in progress.
- (j) Bear Logo – When used for publicity, should it be bilingual? Item brought forward pending Branding standards.
- (k) Branding, Board was given a brief overview of requirements. Item brought forward.

(l) Library Correspondence

Motion 2008-34: Moved by L. Girard that all written, formal correspondence that pertains to the Library business with outside agencies and/or individuals be signed by the C.E.O. and brought to the attention of the Board. Board business & issues of a contentious nature may be exceptions that require the signature of the Board Chair (to be identified in the pending Communications Plan) The Public Libraries Act, R.S.O. 1990, C.P44, Sec 23 (4)(f); Seconded by T. Dunn. Motion carried.

- (m) Adopt-a-magazine was discussed, Chair to follow up.
- (n) Northern Lights Library Network

Motion 2008-26: Moved by T. Dunn that the Board approve the membership of the Library in Northern Lights Library Network; Seconded by L. St. Amant. Motion carried.

- (o) Break-in-policy, Item to be brought forward pending amendment to wording.
- (p) Annual Report

Motion 2008-35: Moved by L. St. Amant that the Board approve the 2007 Annual Report and submission of same to the Ministry of Culture Ref: The Public Libraries Act, R.S.O. 1990, C.P44 Sec 20(f) & Sec 23 (4)(f); Seconded by M. Decevitto. Motion carried.

7. ROUTINE ITEMS

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

8. IN-CAMERA

It was moved by T. Dunn that the Board move in-camera at 7:52 p.m. to discuss personnel and property issues; Seconded by L. St. Amant. Motion carried.

It was moved by L. Girard that the Board move out-of-camera at 8:06 p.m.; seconded by L. St. Amant. Motion carried.

9. FUTURE AGENDA ITEMS

JASI

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 June 17, 2008.

11. ADJOURNMENT: The meeting was adjourned at 8:07 p.m.

OFFICIAL MINUTES

SIGNED: Margaret Hermeston, Chair

Carole-Ann Churcher, Secretary

DATED: July 25, 2008