

Minutes

Cochrane Public Library Board

Meeting of the Cochrane Public Library Board held on **Tuesday, June 17, 2008**

1. OPENING PROCEDURES

The Meeting was called to order at 5:02 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 ad will be placed in the local newspaper in August to solicit new Board Trustees.
- The next collective agreement negotiations are scheduled for late August.
- Centennial Committee will be contacted asap to present the Board's proposed municipal centennial project.

2. AGENDA

(a) Modifications/Additions/Deletions

Additions -To Committee Reports:

- Finance Committee Report - JASI Funding

-To correspondence: Email from the public regarding fundraising project.

(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) Amended minutes of the Dec 3, 2007 meeting were circulated.

(b) **Minutes of the Meeting of May 28, 2008.**

Addition:

4(h) Finance & Personnel Committee Report

The committee reported that the municipal funding allocation for collections purchases received 23% less funding than in previous years. To date (June 15/08) 68% of the allocation has been expended leaving 61% of the year remaining with 32% of the funds remaining. It was recommended that the code be closely monitored.

It was moved by M. Decevito that the minutes of May 28, 2008 be accepted as amended; seconded by T. Dunn. Motion carried.

(c) Business arising from the May 28, 2008 minutes

None

(d) Librarian's Report.

- Circulation, Interlibrary loan, acquisition and cataloguing statistics were given to the Board. It was suggested that the house bound service be advertised in the paper at the hospital (poster).
- Remote access to Knowledge Ontario from our website is now available. Local schools were contacted and it was determined that KO is not available through the school computer systems. The Board recommended the service be promoted to teachers and students in the fall.
- JASI update given; number of computer purchases to be reviewed. Board approved the hiring of SirsiDynix to upload patron data at a cost of \$1020. New patron registration forms will be prepared for completion by patrons and an ad will be placed in the local paper advising Cochrane residence of the need to renew their library cards. No staff will be called in for inventory scheduled for Sept. 2-6th. The possibility of closing the library to the public during this time was discussed with the Acting CEO stating it will take several weeks to complete the inventory without the assignment of additional staff hours or closing the Library. In any case, inventory will begin this summer with assistance from the student. Acting CEO to attempt to borrow an inventory reader from another Library.
- Sarah Pouliot was the winner of the Name the Bear Contest with her submission of the name Dewey Logo.

IN-CAMERA

It was moved by L. St. Amant that the Board move in-camera at 6:15 p.m. to discuss personnel issues; Seconded by M. Decevito. Motion carried.

It was moved by T. Dunn that the Board move out-of-camera at 7:00 p.m.; seconded by M. Decevito. Motion carried.

(d) Librarian's Report (cont'd)

- The Board agreed to reduce the Acting CEO's daily work schedule from 40 to 35 hours per week for July and August and to change the hours scheduled for the Acting Assistant to the CEO to 8 to 4 rather than 9 to 5
- The Art Club did not display their work in the library as planned.
- The Board approved placing a poster advertising the sale of our books bags in the library.

- The Board approved a Katimavik volunteer at the library starting in October. A letter of approval and a job description is required.
- An update on Neonet computer training and statistics given.
- Invigilation; request received to provide invigilation for 10 tests; patron felt Library to costly and went elsewhere. There have been additional complaints and concerns identified by other members of the public regarding the high cost of invigilation services. Invigilation policy must be reviewed in light of these requests.
- Acting CEO to obtain quotes for repairs to exterior front of the library eaves troughs.

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

(e) OH&S REPORT

The report was noted with concern being drawn to Apr/08 report re cable under carpet in Contact North Room. Bea will follow up on this safety hazard.

(f) Treasurer's Reports

The reports were noted.

(g) Outreach/Extension Librarian's Report

The report was noted.

- TD Summer Reading Club programme description presented to Board.

(g) Motions Passed Electronically - None

(h) Committee Reports

The reports were noted.

- Finance & Personnel Committee Reports
 - (i) Student salary allocation may have a slight shortfall due to the introduction of a minimum wage increase in April 2008 by the provincial government. This will be monitored and adjusted if necessary.
 - (ii) Report on Salaries & Benefits (current balances)
 - (iii) Report on projected expenditures for the implementation of JASI
- Property Committee Report. Discussions are on going between the Board and the Municipality in an attempt to determine facilities maintenance jurisdiction is in progress.

5. REPORTS/UPDATES

- (a) GST rebate- to be reviewed at a later date.
- (b) School bags in Library (insurance, policy, etc.) – to be reviewed when writing policies
- (c) Quote from Tom's Lockshop for changing locks on 4 bathroom doors in library. – to be reviewed at a later date
- (d) Rough quote to have 3 security cameras + Professional DVD Recorder. – to be reviewed at a later date

- (e) Bear Logo. Board agreed that when addressing a French organization French version be used otherwise English logo will be the standard. Branding will be introduced with English and French versions rather and a combination of both languages on one logo.
- (f) Break-in policy

Motion 2008-27: Moved by M. Decevito that the Board adopt O.H. & Safety Break-in Procedure #H&S #03, signed and dated June 17/08. Ref: The Public Libraries Act R.S.O., 1990 c.P44, Sec. 23(4) and Ont. Occupational Health & Safety Act; Seconded by L. Girard.

6. NEW BUSINESS

- (a) Public Access Hours

Motion 2008-37: Moved by T. Dunn that public access hours be reduced on Mondays from 1:00 pm to 8:00 pm to 1:00 pm to 5:00 pm and that no employees allocated hours be reduced but re-allocated, if required; Seconded by L. Girard.

- (b) Summer Book Sale – Sale begins June 30th during library hours. Suggested prices will be posted prominently in the book sale room and at the circulation desk.
- (c) Donations of material to the library – a pamphlet will be drafted and presented at the September meeting.
- (d) MPR Bookings – Daycare Babysitter’s Course; the Board approved the usage of the MPR for a Babysitter’s Course August 25 & 26. MPR policy needs to be reviewed asap many enquiries/requests being received.
- (e) Motion to approve expenditure allocation procedure for collection acquisitions

Motion 2008-36: Moved by M. Decevito that the Board adopt revised collection Development Policy #COLL-07 to approve expenditure allocation procedure for collection acquisitions; Seconded by T. Dunn.

- (f) Being an Effective Board Member article by Randee Loucks - Circulated
- (g) JASI Timeline; Reviewed and accepted by Board
- (h) Green Energy; municipality spearheading project.
- (i) Global Celebrations; It was suggested the Library introduce annual global celebrations as prescribed by the United Nation i.e. Year of the Potato.

7. CORRESPONDENCE

- (i) Rural Learning Association (email) re: Sarah Badgley Fund
- (ii & iii) Sudbury Regional Hospital re: donation of books on cancer
- (iv) Indian and Northern Affairs Canada re: National Aboriginal Day
- (v) Katimavik (email) to municipality re: arrival date in Oct
- (vi) Town (email) re: Energy savings for municipalities
- (vii) Secretary of State re: donation of Canadian heritage books & posters
- (viii) Ministry of Citizenship and Immigration re: Ontario Medal for Good Citizenship
- (ix) Information and Privacy Commissioner/Ontario re: donation of Annual Report
- (x) David Allen (email), new CEO of the FOPL
- (xi) Ontario Community Newspapers Association re: newspapers on microfilm
- (xii) Minister Responsible for Seniors re: Senior Achievement Awards
- (xiii) Ducks Unlimited re: Thank you for your donation

- (xiv) FOPL (email) re: Federation's Proposal for allocation of funding & Board's response.
- (xv) D Monroe (4) re: Fundraising
- (xvi) OLS-N (fax) Re: Approval of JASI Grant
- (xvii) Service Canada re: Canada Summer Jobs 2008
- (xviii) To The Rural Learning Association re: Sarah Badgley Literacy Fund Proposal

8. ROUTINE ITEMS

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

9. IN-CAMERA

Refer to Librarian's Report for time.

10. FUTURE AGENDA ITEMS

JASI

Accreditation

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

11. NEXT MEETING September 9, 2008

12. ADJOURNMENT: The meeting was adjourned at 9:20 p.m.

OFFICIAL MINUTES

SIGNED: Margaret Hermeston, Chair

Carole-Ann Churcher, Secretary

DATED: September 23, 2008