

# Minutes

## Cochrane Public Library Board

Meeting of the Cochrane Public Library Board held on **Tuesday, September 23, 2008**

---

### **1. OPENING PROCEDURES**

The Meeting was called to order at 4:59 p.m.

#### Present:

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

Remarks from the Chair: The Board was updated on the 2008 Summer Reading Programme, it was pointed out that final statistics showed the programme was not just a success this year but had, in some areas, been improved upon. The Chair stated that credit for the success belonged to the staff, whether directly or indirectly involved.

The same was said for the benchmarks reached during the summer months in the JASI Project. One example being the effort made to inventory the collection. At one point it was felt that to do a complete inventory the Library would either require additional staff or close the Library to the public for a period of time. Neither happened, the staff successfully completed the inventory and conducted the summer reading programme and did an excellent job of both.

### **2. AGENDA**

(a) Modifications/Additions/Deletions

Deletion: Item (e) in #5 Reports/Updates

(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 June 17, 2008.**

It was moved by M. Decevito that the minutes of June 17, 2008 be accepted as amended; seconded by T. Dunn. Motion carried.

**(b) Business arising from the June 17, 2008 minutes**

None

**(c) Librarian's Report.**

- JASI update: The Collections inventory is now complete with a discrepancy of 1,400 books recorded. This was anticipated as the date of the last inventory is unknown. Patron card sample approved. The inventory reader is broke and will be replaced at a future date that falls in line with our next inventory. The JASI grant and material barcodes have been received and computers ordered. The rebar-coding of the collection now needs to be done a.s.a.p. with the help of a new staff member funded through a FEDNOR Grant. The proposed "live" date for JASI is April 2009.
- The Board approved the proposal for a Cowboy Poetry reading event.
- The Board approved the proposal for a Local Author Book Signings event during Ontario Public Library Week (October 19-25, 2008). Authors will be invited based on the criteria that they are local; their work is published and includes an ISBN. We may invite authors from surrounding areas in the future.
- Board approved the brochure "Donating materials to the library"
- NEOnet: Funding for this programme ends in October. Training material will continue to be available but the Library will be responsible for scheduling and training should we continue the programme. There is a list of seniors waiting to be trained with no instructors available. An ad will be placed in the newspaper to attempt to recruit high school volunteers. In the interim the Board agreed to try to continue the programme utilizing staff. Should we be unable to recruit volunteers, the possibility of having staff train the seniors will be considered if funding permits.
- Circulation, Interlibrary loan, acquisition and cataloguing statistics were given to the Board. The availability of the Large Print Pool was questioned; none have been available since early 2007. The Acting CEO will enquire with OLS-N.
- It was suggested that the alarm company be notified in advance of scheduled power outages to prevent false alarms.

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

**(e) OH&S REPORT**

The report was noted. Town Building Inspector will be consulted to ensure that there are no asbestos concerns with the library.

**(f) Treasurer's Reports**

The reports were noted. Budget codes reviewed and are still well within budget limits with a balanced budget expected at year end.

**(g) Outreach/Extension Librarian's Report**

The report was noted.

- TD Summer Reading Club Report
- Reading Buddies and Homework Help programme start dates delayed 2 weeks. Casual staff will conduct the programmes.
- Every Child Ready to Read @ your library programme: The Cochrane Child Care Centre will be contacted and offered accommodations for the 2 hour course for parents. No Library staff will be in attendance.

**(g) Motions Passed Electronically - None**

## **(h) Committee Reports**

None.

## **5. REPORTS/UPDATES**

- (a) Lion's Club final report will be drafted and submitted shortly.
- (b) House Bound Services will be advertised in newspaper, Cable 12, Hospital, Villa Minto and Senior Citizen Homes.
- (c) Motion to approve changes in work schedules

**Motion 2008-38:** Moved by T. Dunn that the Board approve the reduction of daily work hours scheduled for the C.E.O. position from 40 hours per week to 35 hours per week ; Seconded by L. Girard. Motion carried.

- (d) Motion to hire SirsiDynix

**Motion 2008-39:** Moved by L. Girard that the Board hire SirsiDynix to upload data to accommodate the JASI programme as per OLS-N recommendations and purchasing procedures; Seconded by L. St. Amant. Motion carried.

- (e) Item deleted from agenda.
- (f) Motion to adopt "Dewey" name for logo mascot

**Motion 2008-40:** Moved by L. Girard that the Board adopt the name "Dewey" for the Bear logo identified in Board Motion 2008-23 ; Seconded by L. St. Amant. Motion carried.

## **6. NEW BUSINESS**

- (a) Rebar-coding of collection – New Staff – JASI Grant

**Motion 2008-41:** Moved by M. Decevitto that the Board approve the hiring of one short-term contract employee to upgrade the Library collection (new bar-coding) as required for JASI project; seconded by T. Dunn. Motion carried.

- (b) Acceptance of resignation of Outreach Librarian

**Motion 2008-42:** Moved by T. Dunn that the Board accept the resignation of Aline Clement, effective September 30, 2008; Seconded by L. St. Amant. Motion carried.

- (c) Renewal for VHS/DVD Site License – not approved. This license has not been utilized often enough during the year to justify the cost.
- (d) Art Club Scheduling – The club has agreed to meet Monday afternoons during Library hours.
- (e) An Order in council was discussed which would allow the Library Board to include persons residing within the Cochrane Service Board area.
- (f) Local Government week – falls during Ontario Public Library Week. Events will be posted on bulletin board at the library.

- (g) Depository Library Agreement – The agreement will be studied and input submitted before deadline.

## **7. CORRESPONDENCE**

- i) Public Works and Government Services Canada re: Depository Library Agreement (seeking comments on the draft within 60 days)
- ii) Ministry of Culture re: Library Strategic Development Fund (LSDF) program deadline Oct 1, 2008. Board will attempt to submit proposal.
- iii) Lessard Construction re: quote for painting beams at main entrance (exterior). Contractor suggested capping the beams with aluminum. Board to consider for 2009 budget.
- iv) Lion's Club re: Summer Reading Club
- v) Dubeault's General Renovations re: quote for carpeting in Book Sale Room
- vi) Ole's Floor Installation re: quote for carpeting in Book Sale Room
- vii) Carpet Man re: quote for carpeting in Book Sale Room. Acting CEO will obtain quote for carpeting from hardware store.
- viii) OLS-N re: invitation to participate in consultations
- ix) OLS-N (email) re: Marketing services
- x) FOPL (email) re: Bookmarks and posters for Ontario Public Library Week (Oct 19-25, 2008)
- xi) FOPL (email) re: update for members
- xii) Rural Learning Association (email) re: Sarah Badgley Literacy Fund ; application unsuccessful
- xiii) Town (email) on behalf of councilor Jane Skidmore-Fox re: Round of applause to Town of Cochrane management and employees for continuous dedication
- xiv) FOPL (email) re: Update to members re: \$15 million
- xv) OLS-N (email) re: TD Summer Reading Club 2007 re: The **Cochrane Public Library** has received a "*Special Commendation*"
- xvi) OLS-N (email) re: Post Project report for FEDNOR (JASI) Grant due Sept 24<sup>th</sup>. Extension requested and granted
- xvii) FOPL (email) re: Federation Action Plan Communique
- xviii) FOPL (email) re: In need of Board Members

## **8. ROUTINE ITEMS**

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

## **9. IN-CAMERA**

It was moved by T. Dunn that the Board move in-camera at 7:22 p.m. to discuss personnel issues; Seconded by L. Girard. Motion carried.

It was moved by L. Girard that the Board move out-of-camera at 7:48 p.m.; seconded by M. Decevito. Motion carried.

**Motion 2008-43:** Moved by L. Girard that the Board not fill the vacant Outreach Librarian position; Seconded by T. Dunn. Motion carried.

**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

Non-Resident fees

Invigilation fees

Reorganization of basement space

**11. NEXT MEETING:** October 21, 2008

**12. ADJOURNMENT:** The meeting was adjourned at 8:00 p.m.

OFFICIAL MINUTES

SIGNED: Margaret Hermeston, Chair

Carole-Ann Churcher, Secretary

DATED: October 21, 2008