

# Minutes

## Cochrane Public Library Board

Meeting of the Cochrane Public Library Board held on **Tuesday, October 21, 2008**

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### **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 Decevito Trustee  
Theresa Dunn Trustee  
Carole-Ann Churcher Acting CEO/Sec-Treasurer

In attendance:

Dawn Monroe, Centennial Committee

Remarks from the Chair: The Board was told the long awaited announcement regarding the allocation of \$15 million dollars in provincial library funding, scheduled for Library Week, has been postponed until November.

### **2. AGENDA**

(a) Modifications/Additions/Deletions

Additions to New Business (i) Leak in roof  
(j) H & S Breakfast

Deletion: Item (e) in New Business (Motion to hire R. Hoogenhoud)

- (b) Conflict of Interest: A possible conflict was identified by the Chair regarding New Business Item (a). It was identified that in accordance with new conflict of interest definitions received by the municipality from the Crown there was no conflict.

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**

Presentation by Dawn Monroe from the Cochrane Centennial Committee:

Cochrane is celebrating its 100<sup>th</sup> birthday in 2010 and centennial committee members are approaching organizations to determine if they plan to participate. D. Monroe advised that the first 2 weeks of August will be the pinnacle of the celebrations with several large events planned throughout the year with a centennial theme. (i.e. New Year's Party, Carnival, High School Reunion in May, July 1<sup>st</sup>, etc.) Events schedule will be published in the local newspaper every 2 weeks. Two large signs announcing the centennial have been erected on highway 11, south and west of Cochrane with information on special events to be added throughout the year.

The committee is soliciting information from organizations on planned events for 2010 to include in their calendar.

D. Monroe was told the library Board was interested in creating a 2010 calendar with an historic theme using photos of Cochrane. Monroe confirmed that this was the first proposal of this nature and would inform the centennial committee of the Board's intentions. Monroe stated funds for any project that must be paid for prior to 2010, such as a calendar, will be the responsibility of the proponent, as the Centennial Committee will not receive funding until 2010. However, the Board may seek funding assistance from the committee in 2010.

Trustee Michelle Decevitto advised she will update the history of the Library to be complete by 2010 and is currently working on a re-opening of an improved and more effective Archives Room.

D. Monroe left the meeting.

#### **4. STANDING ITEMS**

##### **(a) Minutes of the Meeting of September 21, 2008.**

A question was asked regarding Motion #2008-43 and it was confirmed by the Chair that the position of Outreach Librarian will not be filled. It was explained that it was important to remove the position entirely as a staffing component so as to maintain clarity of Board intentions as related to the proposed and pending collective agreement.

It was moved by L. Girard that the minutes of September 21, 2008 be accepted; seconded by L. St. Amant. Motion carried.

##### **(b) Business arising from the September 21, 2008 minutes**

None.

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

- Board approved a Silent Auction to be held in December.
- Board approved participation in the Ontario Library Association sponsored Forest of Reading® programme in two categories; the Silver Birch (Ages 7-11, 20 books) and the Evergreen (Adult, 10 books).
- The Board did not approve accepting and circulating an Active Play Kit as requested by the Cochrane Heart Health Action Group due to hygiene and liability concerns.
- Circulation, Interlibrary loan, acquisition and cataloguing statistics were discussed and it was noted the library is not participating in the Large Print Book pool and that the next opportunity to join the pool will be in 2012. The Board will budget a portion of 2009 funding for the purchase of Large Print. The A/CEO will determine if these books are available through McNaughton Book Service.
- Programmes offered by the Early Years Centre were discussed and it was felt that this preschool programme should remain the mandate of the local Early Years Centre whose staff has extensive training and expertise in the field of preschoolers and also to avoid duplication of services in the community.

- The Acting CEO advised the Board that NEOnet no longer offers training to volunteer computer instructors for seniors. The A/CEO has received training from NEOnet and will train any new volunteers.
- One new volunteer has been recruited to teach basic computer skills. There are now 10 seniors on the waiting list
- Trustees Linda St. Amant, Lisa Girard and possibly Michelle Decevito volunteered to participate in the programme and will receive training from the A/CEO as soon as possible.
- The Board agreed to have the Cochrane Afghan, donated by D. Monroe, framed and mounted for Centennial year.
- Trustee Lisa Girard volunteered to read a Christmas story to children at the library in December and will dress as Mrs. Claus.
- The Board approved the purchase of additional French books from funds remaining in the book code.
- Carpeting in the book sale room was again discussed; the A/CEO will contact contractors to determine if installation services will be available if the Board purchases the flooring rather than the contractor. It was also noted that an electrician had inspected the electrical system in the Contact North room and will supply specifications and requirements for altering the current system if the Board decide to explore the possibility of creating a new work space for the Contact North group.
- The Board was informed that arrangements have been finalized for two book signing sessions in the Library by two local authors, Bruce Denis and Ambroise Genier, during Ontario Library Week and that the Cowboy Poetry event has been scheduled for November 14<sup>th</sup>.

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

**(d) OH&S REPORT**

The report was noted. The Board was advised it had recently been determined that there is no emergency lighting in either the book sale room or the Contact North Room. The Board questioned who was responsible for taking action on this deficiency, the municipality or the Library Board. The A/CEO will contact the town for clarification and direction.

The ongoing presence of Sow bugs on the lower level was discussed and it was noted that numerous sticky traps located in the lower level were infested with dead Sow bugs. The A/CEO will enquire if additional traps can be purchased from the exterminator and the need for an ongoing contract will be re-evaluated.

**(e) Treasurer's Reports**

The reports were noted.

**Motion 2008-44:** Moved by T. Dunn that four thousand dollars from the Caisse Acct. (general) be transferred to a 15 month G.I.C. ; Seconded by L. St. Amant. Motion carried.

**(f) Motions Passed Electronically**

None.

**(g) Committee Reports**

None.

## 5. NEW BUSINESS

### (a) Invigilation service.

Two complaints from the public have been received regarding what was felt to be excessively high charges for invigilation services. Upon review it was determined that other libraries charge from \$0 to \$20 for this service. It was noted that the library provides approximately 5 invigilation services a year but that the library does not have a dedicated or convenient location to do so. It was explained that one requirement for the service was to have visual contact with the student during the session and to meet this requirement the student was required to sit at a staff member's desk, if available. The library was required, during one session, to place the student in the Children's Area and hope no children arrived. It was noted neither option was optimal for the writing of an examination or test.

**Motion 2008-45:** Moved by T. Dunn that invigilation charges be reduced to \$20.00 per session/exam; Seconded by M. Decevitto. Motion carried.

### (b) Multipurpose Room Policy.

The policy was discussed and will be rewritten with particular consideration given to costs, liability, term of use and a clear definition of "non-profit". It was agreed to make the room available to the public during library hours only. Groups currently using the room will be informed of changes once the policy is passed by the board.

### (c) Reorganization of basement space.

Various possibilities were discussed and the A/CEO was directed to obtain a quote for a sound proof sliding door for possible use in the Contact North Room. The Board discussed the installation of carpeting in the Book Sale room and it was explained that no plans have been approved by the Board for any changes to the allocation and usage of space on the lower floor but the Board had agreed to obtain quotes for the carpet installation and as funds are currently available in the budget it was suggested it would be sound planning to move forward with the carpet installation in the event changes are required.

### (d) Non-resident fees.

The Board reviewed the statistics for non-resident library users and residents of unorganized townships and agreed that the current policy and fees will remain status quo.

### (e) Deleted.

### (f) Cochrane High School Co-op Programme

The Board approved the continuation of the Cochrane High School Co-op Programme independent of the municipality.

### (g) By-law review and amendments.

All revisions identified at the June by-law review meeting have been made to the by-laws and a revised package is available from the A/CEO for review. A motion to accept the by-laws will be brought to the November 18<sup>th</sup> Board meeting.

(h) Janitorial Contract.

It was noted the current contractor was doing a very good job in the library but to be consistent with municipal and provincial laws and purchasing policies the facilities committee will review the current contract and arrange to tender a new contract.

(i) Building Concerns re roof.

The A/CEO advised the board that a leak had developed in the ceiling in the south section of the building, over the 'teen zone' area. The municipality was advised of the problem and had hired a contractor to inspect the problem. The contractor stated the roof has moved and that the tin in the valley has ripped, causing water to enter the building during a rainfall and needed to be replaced. Temporary repairs have been made. The Board was advised the problem must be dealt with and identified in the 2009 budget and that a similar problem had occurred last winter and of which the municipality had been made aware.

(j) Municipal Health and Safety Breakfast.

Permission for staff to attend a Health and Safety breakfast was requested, the Board approved attendance for staff who were working at the time of the breakfast, and indicated staff not actually at work at the time could attend, if they so wished, on their own time.

## **6. CORRESPONDENCE**

i) Email from the Federation of Ontario Public Libraries (FOPL) re: Report from the CEO (forwarded to Board by Email)

ii) Letter & poster sent to local schools promoting Knowledge Ontario to teachers and students.

## **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 8:05 p.m. to discuss personnel issues; Seconded by M. Decevitto. Motion carried.

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

## **9. FUTURE AGENDA ITEMS**

Accreditation

**10 NEXT MEETING:** November 18, 2008

**11. ADJOURNMENT:** The meeting was adjourned at 9:09 p.m.

## OFFICIAL MINUTES

SIGNED: Margaret Hermeston, Chair

Carole-Ann Churcher, Secretary

DATED: November 28, 2008