

Minutes

Cochrane Public Library Board

Meeting of the Cochrane Public Library Board held on **Tuesday, November 18, 2008**

1. OPENING PROCEDURES

The Meeting was called to order at 5:11 p.m.

Present:

Margaret Hermeston Chair
Linda St. Amant Trustee
Theresa Dunn Trustee
Lisa Girard Vice-Chair, Council Rep. (Arrived at 5:55 pm)
Carole-Ann Churcher Acting CEO/Sec-Treasurer

In attendance:

Mary Ann Parsley

Remarks from the Chair:

(i) The Conciliation Hearing for the pending Collective Agreement is scheduled for December 3rd at the library.

(ii) The Library staff has been experiencing problems with an advertising company demanding payment for advertisement never ordered. The company has submitting false invoices for an online directory listing (CD-ROM) that they wrongly claim has been ordered by Library staff. I directed staff to forward all such calls to me and will advise the company that if the harassment continues the Board will file official complaints with the OPP and will seek legal advice.

(iii) In the capacity as Chair I have commenced the preparation of an annual report for the 2008 calendar year. This practice used to be an annual occurrence but for several years now the report has not been compiled.

2. AGENDA

(a) Modifications/Additions/Deletions:

Additions: 4. (g) should read Finance Committee Reports
 5. (j) PAD Program (New Business)
 Correspondence (2 additional pieces)

(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 None.

4. STANDING ITEMS

(a) Minutes of the Meeting of October 21, 2008.

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

(b) Business arising from the October 21, 2008 minutes

An email and card were received from Dawn Monroe thanking the Board for hearing her presentation at the October meeting regarding the Centennial Celebrations. She has scanned several historic photos of Cochrane from a variety of places and has offered to share them for our proposed calendar project. Chair will follow up.

A/CEO has been enquiring about prices for producing calendars and will also enquire at a local business.

(c) Librarian's Report.

- Board approved the opening of the Book Sale Room to the public for a few weeks before Christmas. Board approved 3 hours of work for a casual to prepare the room.
- Board approved Christmas hours of operation pending consultation with HR Consultant re: January 2nd.
- Board approved Mrs. Claus story time event to take place December 13, 2008 with a volunteer Mrs. Claus.
- Decision is pending on whether a lay-off will occur for the JASI Barcoder position. Funds from the JASI grant must be spent by December 7, 2008. Chair will seek advice from HR Consultant.
- 2 computers and a colour printer were purchased in preparation for the JASI project.
- Statistics for Reading Buddies and Homework Help Programmes were given to the Board.
- November is diabetes month and MICS Diabetes program has donated a book and provided information for a small display. Board would like to have a yearly calendar of events we plan on celebrating before any displays or commitments take place.
- Seniors' Computer Training has been doing very well with both seniors and volunteers been enjoying their lessons.
- A thank you note will be sent to the Lady Minto Hospital for their donation of printer cartridges and a fuser kit.
- Board approved the purchasing of carpet for the Book Sale Room.
- The Town of Cochrane is proceeding with the roof repairs at the library and they anticipate completion before the snow falls. If weather does not cooperate, they will defer to spring. Ceiling repairs will be done at a later date and upon completion of the outside work. Roofing valleys will be removed and replaced, new shield valleys will be installed, with overlap shingles.
- Ontario Public Library Week was successful. There were 2 author book signings, a coloring contest for children and the week was declared 'amnesty week' with late fines being donated to the Cochrane Food Bank (cash or donations).
- LHIN and New Horizons grants for seniors were discussed and it was agreed that they are not really created to assist library programming.
- The Board retracted permission to institute the Forest of Reading Programme until further notice.

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

(d) OH&S Report

The report was noted.

- The Lion’s Club will be advised in a letter that all visitors must sign-in before going to the lower level. This is a town building policy.
- Acting CEO and Acting Assistant CEO took part in a violence management course.
- The Board agreed to renew the contract with A1 Terminator for 2009.

(e) Treasurer’s Reports

The reports were noted.

(f) Motions Passed Electronically

None.

(g) Finance Committee Reports:

- (i) **2009 Budget Update:** The 1st draft budget will be submitted by Nov 21, 2008.
- (ii) **CAP Year End Summary:** A report was submitted to Industry Canada to help determine the total cost of running our public access computers. When operational costs for the designated area were calculated, along with all in kind contributions, it was determined that it costs us approximately \$2.20 per hour to have people use the computers.
- (iii) **Provincial Grant:** The Ministry of Culture’s provincial per household grant has not yet been received pending the municipality’s completion of the audited financial statement for 2007. The Town Treasurer advised that the audited financial statement has been delayed until December 2008. We have advised the Ministry and they anticipate that we will receive the provincial grant by the end of November.
- (iv) **Year-end expenditures:** Report showed that we will have over expended in some codes such as legal fees and heating but that there are several codes which show a surplus, such as programmes, office/computer equipment, various programs and repairs & maintenance.

The Board approved the following expenditures:

- Advertising for CEO position
- Carpet for Book Sale Room
- Lap Top Computer
- Clerk II Computer
- Paint for Book Sale Room

5. NEW BUSINESS

(a) Branding.

- (i) Letter head & envelopes: A/CEO will acquire samples from OLS-N marketing team. They will have the Dewey Logo and we could produce those in-house as needed.
- (ii) Website: A/CEO will have Dewey Logo put on website.
- (iii) Community Channel: Dewey Logo should be used in all advertising.
- (iv) Previous logo: It was discovered through an archived newspaper article (1996) that the library had a logo (bear walking on tracks) but as this logo had never been formally adopted

through a motion the current Board/staff were unaware of its existence and as Dewey has been formally adopted he will remain the official Library Logo.

(b) Adoption of By-laws.

Bylaws were briefly discussed and will be reviewed in 2 years. OLS-N has advised that by-laws do not necessarily need to be reviewed every 2 years. The Board will decide on whether to review by-laws every 3 years in 2010.

MOTION 2008-46: Moved by T. Dunn that the draft by-laws of the Cochrane Public Library, signed by the Chairperson and dated with the date of this motion, and numbered CPL-B01 through to and including CPL-B45, be approved as by-laws of the Cochrane Public Library Board; and that where there is a conflict between the by-laws approved in this motion and decisions or motions made by the Cochrane Public Library Board previous to the date of this motion, the by-laws here adopted shall apply; Seconded by L. St. Amant. Motion carried.

(c) Resignation of Board Member.

MOTION 2008-47: Moved by L. Girard that the Board accept the resignation of Trustee Michelle Decevitto from the Library Board effective November 1, 2008; Seconded by L. St. Amant. Motion carried.

(d) PSAB.

The Board discussed the PSAB (Public Service Accounting Board) requirements for recording tangible capital assets. Beginning with fiscal year 2009, municipalities must report on their tangible capital assets and move from modified to full accrual accounting. The municipality is required to count the library's collection as a tangible capital asset. An existing formula will be utilized, taking under consideration amortization, to determine the approximate value of the collection.

An inventory of all other assets such as computers, shelving, office equipment and furniture will also be required.

(e) Item not on agenda.

(f) New CEO Position Update

Board approved advertisement for the position in several newspapers and websites beginning the week of November 24th, 2008. Deadline for receiving applications will be December 15, 2008.

(g) Relocation of Archives.

The local genealogy group is in agreement to move the Library's Archives to the Book Sale room. The new room will be more spacious and will provide proper ventilation. The price of carpeting for this room has increased since the first quote received in September. A/CEO will shop around to get the best price and purchase before year-end. A contractor will be hired in 2009 to install it. Paint for the room will also be purchased before year-end. The Book Sale Room will be relocated the current Archives Room.

- (h) **Web Site Changes**
Board approved the addition of a page to the website which outlines and acknowledges CAP (Community Access Program), its objectives and its source of funding. A portion of the library's Internet Access Policy will also be posted on this page, detailing responsible use, rules and penalties for computer use.
- (i) **Surplus Equipment**
Recent emails from members of the Federation of Ontario Public Libraries revealed that many small public libraries are struggling to provide proper computer equipment for both staff and patrons. It was learned through these emails that the TEKdesk could refurbish used computer equipment and then redistribute to needy libraries or other non-profit organizations. TEKdesk is a non-profit venture established in 2002 to support public libraries and public Internet access sites in concert with SOLS and OLS-N. The Board has been looking for a place to recycle their older computer equipment and they felt that this would be an appropriate venue. The only costs will be to have hard drives cleaned out by computer technicians and postage to ship the equipment.
- (j) **PAD Program**
A Public Access Defibrillation has been offered to the library free of charge through the Heart and Stroke Foundation. Training for at least 4 members of staff would also be included. The Board will review the program and make a decision at the next Board meeting.

6. CORRESPONDENCE

- i) Letter from Lion's Club re: request for donation for TV Auction. Library will not donate as it supplies the facilities in which the TV Auction is held.
- ii) Letter from Mel Robbins re: Access to local archives. We will invite M. Robbins to a Board meeting in the New Year to discuss this issue as the policies and procedures are currently being reviewed.
- iii) Email from Richard Vallée, Town Building Inspector re: roof repairs. Town will proceed with roof repairs.
- iv) Letter from L. Clendening (OLS-North) re: JASI grant. Additional grant received in the amount of \$700.26 for scanner and patron cards.
- v) Letter from Michelle Decevitto re: resignation from Library Board
- vi) Email from Karen Thistle (OLS-North) re: media relations
- vii) Letter from Ministry of Citizenship and Immigration re: Ontario's volunteer recognition program
- viii) Email from Anne Langevin (OLS-North) re: Discount with Brodart and Grand & Toy
- ix) Letter from Ministry of Education re: Premier's Awards for Teaching Excellence
- x) Letter from Betty Ann Horul (Porcupine Health Unit) re: The price of eating well
This information is available at a variety of places and the library will not organize a presentation for the public.
- xi) Email from Anne Langevin (OLS-North) re: JASI grant to be spent before Dec 7, 2008
- xii) Letter out to Lion's Club re: TD Summer Reading Club 2008
- xiii) Letter from the Ministry of Culture re: Nominations for Premier's Awards for Excellence in the Arts
- xiv) Letter from the Ontario Community Newspapers Association re: Nominations for Junior Citizen of the Year Award

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 8:30 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 9:20 p.m.; seconded by T. Dunn. 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

Reorganization of basement space

10. NEXT MEETING: December 9, 2008

11. ADJOURNMENT: The meeting was adjourned at 9:21 p.m. Moved by T. Dunn; seconded by L. St. Amant. Motion carried.

OFFICIAL MINUTES

SIGNED: Margaret Hermeston, Chair

Carole-Ann Churcher, Secretary

DATED: December 9, 2008