

Minutes

Cochrane Public Library Board

Meeting of the Cochrane Public Library Board held on **Tuesday, December 9, 2008**

1. OPENING PROCEDURES

The meeting was called to order at 5:07 p.m.

Present:

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

Remarks from the Chair:

(i) A welcome was extended to new trustee Mary Ann Parsley who was appointed to the Board December 8, 2008.

ii) Lisa Girard will continue to serve as a trustee/municipal council representative for the Library Board.

iii) A thank you card was received from former Trustee Michelle Decevitto.

iv) D. Monroe has not yet been contacted regarding the centennial calendar. This will be done in the New Year.

2. AGENDA

(a) Modifications/Additions/Deletions:

Additions:	6. Correspondence: 1 item
	9. Future Agenda Items
	-CAP Youth Intern position
	-OH&S in house
	-Archives Policy (access)

(b) Conflict of Interest: None declared

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

3. COMMENTS / PRESENTATIONS FROM THE PUBLIC: None.

4. STANDING ITEMS

(a) Minutes of the Meeting of November 18, 2008.

It was moved by T. Dunn that the minutes of November 18, 2008 be accepted; seconded by M. Parsley. Motion carried.

(b) Business arising from the November 18, 2008 minutes

- i) PAD Program- This item has been deferred to January.

(c) Librarian's Report.

- The Board agreed to retain the current hours for the Homework Help and Reading Buddies programmes and the hours be distributed to staff. Chair will seek advice from HR Consultant.
- The Board selected new letterhead paper and envelopes which display the library logo. Final samples will be acquired from the OLS-North marketing team for approval.
- Statistics for Reading Buddies and Homework Help Programmes were given to the Board.
- Old computer equipment will be donated to Tekdesk in the New Year. Costs for postage will be budgeted for.
- A calendar of events to celebrate in 2009 was presented. The Board thought it would be a good calendar to build on.
- Circulation and cataloguing statistics were given to the Board. A question arose regarding the circulation of Talking Books. A/CEO explained that while Talking Books were not purchased regularly, the library participates in the OLS-North Talking Book Pool and donations are received from patrons.
- The Bar-coder position was terminated December 5, 2008 due to an unexpected deadline from OLS-North to have all costs incurred before December 7, 2008. The barcoding will be done by existing staff by closing the library. More details to come in January.
- Staff have requested time off for the holidays. The procedure for distributing hours was discussed in light of the new collective agreement.
- Roof repairs have been delayed until spring.
- The matter of obtaining a Trade-mark for the Dewey logo was deferred to a later time. It will be a lengthy process.
- The Board requested that the library newsletter be posted on the website.

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

(d) OH&S Report

The report was noted.

- The Lion's Club was advised verbally that all visitors must sign-in before going to the lower level.
- Health & Safety Representative has been in this position since 2004 and may be requesting a rotation. This issue was brought forward to the January meeting.
- The hot water tank experienced a leak and needs to be replaced. Different options were discussed and the A/CEO will contact Gerry's Enterprise for advice and pricing.

(e) Treasurer's Reports

The reports were noted. Caisse Populaire statements were not available and will be distributed in January.

(f) Motions Passed Electronically

None.

(g) Finance Committee Reports:

(i) **\$15 million Funding Update:** Correspondence was received on Dec 3, 2008 indicating funding allocations, in the form of credits with controlled spending criteria, has been completed.

In the spring of 2008 the Ministry of Culture announced 15 million dollars funding to public libraries to be administered by SOLS-OLS-N, to "support public libraries to bridge the digital divide and to provide all Ontarians with equitable access to digital information, community collections, and services". SOLS and OLS-North have identified seven major themes and three approaches to cover spending, indicating eligible expenses.

Themes: New Users, Collections, Electronic Resources, Training, AODA, Automation, and Digitization

Approaches: Library Credits, Projects, and Application Programs.

Further details will be released at the OLA Super Conference in January.

(ii) **Budget Update:** The first draft of the 2009 budget will be submitted by December 12, 2008.

(iii) **Pay Equity Update:** The Board is required to ensure a pay equity study/update is done. Bob Young has agreed to assist in this endeavour and it is a requirement of the new Collective Agreement. The municipality has been notified and have are currently looking into the possibility of the combining the Library review with that of the municipality's.

(iv) **Municipal Audit:** The municipal audit was passed by Town Council on December 8th, 2008 and submitted to the Ministry of Culture on December 9, 2008. Submission of the Annual Survey of Public Libraries and the audit are the two essential requirements to receive provincial funding from the Ministry.

5. NEW BUSINESS

(a) CEO Job Description.

Footnotes will be added with original and revised dates.

MOTION 2008-48: Moved by T. Dunn that the Board accept the revise job description dated this date for the position of Chief Executive Officer; Seconded by M. Parsley. Motion carried.

- (b) Donated Archives Material.
All documents and material donated to the Archives will be recorded on a prescribed form by library staff and recorded in the Librarian's monthly report to the Board. A perpetual inventory of Archive donations will be maintained by the CEO.
MOTION 2008-49: Moved by L. Girard that the Board accept the Local History procedure #LH-06, Record Keeping of Donations; Seconded by L. St. Amant. Motion carried.
- (c) Child Services Policy & Procedures.
The policy is written and revisions are nearly complete. A motion to approve will be done in January.
- (d) Municipal User Fees.
The Board discussed user fees at the library and felt that no change was needed because the current fees are reasonable. Fee review and discussions will be conducted in January.

6. CORRESPONDENCE

- i) Letter from M. Aileen Carroll (Ministry of Culture) re: 2008-09 Public Library Operating Grant Nov. 14, 2008. The grant was received.
- ii) Letter from Karen Thistle (OLS-North) re: Bookmarks promoting GG Literary Awards/OPL Directory/Excel brochure) Nov. 17, 2008
- iii) Email from Anne Langevin (OLS-North) re: Subsidies for attending OLA Conference Nov 19, 2008.
- iv) Email from the Federation of Ontario Public Libraries (FOPL) re: Report from the CEO (forwarded to Board by Email) Nov. 27, 2008.
- v) Letter from Peter Jones (Danone Institute of Canada) re: Donation of Yummy in my tummy DVD Nov 1, 2008.
- vi) Letter out to Anne Langevin (OLS-North) re: JASI Post-Project Report
- vii) Email from Anne Langevin (OLS-North) re: Nominations for awards to recognize excellence in Northern Ontario Libraries.

7. ROUTINE ITEMS

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

8. IN-CAMERA

It was moved by L. St. Amant that the Board move in-camera at 7:10 p.m. to discuss personnel issues; seconded by M. Parsley. Motion carried.

It was moved by L. Girard that the Board move out-of-camera at 7:50 p.m.; seconded by T. Dunn. Motion carried.

MOTION 2008-50: Moved by T. Dunn that the Board accept the Collective Agreement between the Board and the Canadian Union of Public Employees and Local 71-2 with an expiry date of December 31, 2008; Seconded by L. Girard. Motion carried.

9. **FUTURE AGENDA ITEMS**

CAP Youth Intern Position

OH&S in house

Archives Policy (access)

JASI

Accreditation

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

10. **NEXT MEETING:** January 13, 2009.

11. **ADJOURNMENT:** The meeting was adjourned at 8:12 p.m. Moved by T. Dunn; seconded by L. St. Amant. Motion carried.

OFFICIAL MINUTES

SIGNED: Margaret Hermeston, Chair

Carole-Ann Churcher, Secretary

DATED: January 13, 2009