

Minutes

Cochrane Public Library Board

Meeting of the Cochrane Public Library Board held on **Tuesday, January 13, 2009**

1. OPENING PROCEDURES

The meeting was called to order at 5:03 p.m.

Present:

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

Absent:

Linda St. Amant Trustee

Remarks from the Outgoing Chair:

- (i) As per the requirements of the Board's By-laws, Trustee St. Amant did advise the Chair of her anticipated absence.
- ii) The Chair wished everyone a happy New Year and informed the group that the United Nations has declared 2009 as the year of the Gorilla.
- iii) The Board was given a quick update on the pending 2008 annual report which will be completed shortly.

2. ANNUAL ELECTIONS

As per procedural Board By-law #CPL-B10 and #CPL-B25, an annual election was conducted:

MOTION 2009-01: Moved by T. Dunn that the Board accept appointment of Maggie Hermeston as Chair; Lisa Girard as Vice-Chair; Carole-Ann Churcher as Secretary/Treasurer to the Board for the year 2009; Seconded by M. Parsley. Motion carried.

MOTION 2009-02: Moved by L. Girard that the Board form five standing committees as follows, and with the CEO and Chair serving on all committees with Theresa Dunn, Finance Committee; Theresa Dunn & Linda St. Amant, Personnel Committee; Linda St. Amant and Mary Ann Parsley, Property Committee; Lisa Girard, Planning & Policy Committee; Lisa Girard and Mary Ann Parsley, Public Relations Committee; Seconded by T. Dunn. Motion carried.

3. AGENDA

(a) Modifications/Additions/Deletions:

Modifications: 6. New Business:

- Change lettering sequence

Additions: 6. New Business:

- (m) Calendar of events
- (n) Sprinkler system
- (o) Seniors Computer Training

- 7. Correspondence:
 - 2 items
- 9. Future Agenda Items
 - Forest of Reading Program

(b) Conflict of Interest: None declared

It was moved by T. Dunn that the agenda be accepted as amended; seconded by M. Parsley.
Motion carried.

4. **COMMENTS / PRESENTATIONS FROM THE PUBLIC:** None.

5. **STANDING ITEMS**

(a) Minutes of the Meeting of December 9, 2008.

It was moved by L. Girard that the minutes of December 9, 2008 be accepted; seconded by M. Parsley.
Motion carried.

(b) Business arising from the December 9, 2008 minutes

- i) PAD Program- deferred to February
- ii) User fees: Current fees have been reviewed and found to be comparable provincially, to other libraries. The Board approved the fees remain status quo. The Chair stated that statistics definitely indicate a considerable increase in library usage during economic downturns and recommended the Board strive to maintain the current level of charges, or lower levels when ever possible, to ensure resources and services of the library be completely accessible to all residents of the community when they are most needed.

(c) Librarian's Report.

- The Board approved final letterhead design, centred in burgundy with Dewey (2.2 cm X 2.3 cm) library addresses and a fine underline.
- A modest monetary donation was received for Genealogy Group research and it was agreed the funds be used to purchase historical resources for the Archives.
- Purchasing local newspaper microfiches was discussed. It was noted that microfiche is expensive, the A/CEO will determine if other, possibly more up to date, digital mediums might be available and at what cost.
- The Board approved computer equipment, formerly used for the Outreach Programmes, be moved back to the Archives room for use by the Genealogy Group.
- March Break children's programming proposal will be presented at the February meeting.
- Paint for new Archives Room and a hot water heater were purchased in December.
- New Book list was created and added to website, this will now be done monthly.
- Mrs. Claus Story Time was successful with 11 participants.
- The Christmas Silent Auction and the Christmas Book Sale were both successful with \$527.31 and \$381.44., respectively, received in donations.
- The Board approved of the Family Literacy Day, First Nation Public Library Week, and Cochrane Winter Carnival proposed celebrations in the library.
- The Board approved Homework Help and Reading Buddies programmes be held Feb 2 through April 2.

- Comprehensive programme statistics for 2008, prepared by the A/CEO, were distributed to the Board as well as stats for December 2008 Reading Buddies and Homework Help Programmes.
- Circulation and cataloguing statistics were presented, additional stat for ILL's will be included in next month's report.
- New Library Cards to accommodate JASI not yet received and approximately 9,270 books still require bar-coding before 'going live'. Logistics to be discussed in February.
- Donations of French children's books from the Martin family and an audio CD from D. Monroe were noted.
- A co-op student placement from Cochrane High School is expected to start working/training in February.
- The municipality was contacted to determine if the roof required snow removal and were advised it does not.

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 Board approved online Asbestos Awareness training for the OH&S Rep.
- Current OH&S Rep will continue in this capacity pending Board review of OH&S requirements in June 2009.
- Elevator safety requirements reviewed were and it was determined our current 6 month servicing contract is in compliance with TSSA requirements.

(e) Treasurer's Reports

The reports were noted with one outstanding statement to be distributed in February. The Chair observed that figures for library revenue, when 2007/2008 was compared, give the impression funding had declined but that the library had received a one time ministry grant in 2007 that accounted for the appearances of reduced revenue in 2008, when revenue receipts in 2008 were actually up slightly.

(f) Motions Passed Electronically: None.

(g) Finance Committee Reports:

- (i) **Budget Update:** The second and reduced draft of the 2009 budget was submitted to the Town on January 7, 2009.

6. NEW BUSINESS

(a) Children Services Policy and Procedures.

MOTION 2009-03: Moved by T. Dunn that the Board adopt the Child Services Policies numbered Child-01 to Child-13 inclusive signed and dated January 12, 2009; Seconded by L. Girard. Motion carried.

The Board approved the posting of the Child Services Policy and procedures on the website.

(b) Young Canada Works 2009:

Board approved applying for this subsidy to hire a summer student through the Federal Dept. of Canadian Heritage. Deadline is February 1st, 2009.

- (c) JASI Grant finalized:
JASI funding grant was reconciled, balanced, and finalized in December with an unexpended balance returned to OLS-North.
- (d) Genealogy Group Year End Report 2008:
The Board received an annual report for 2008 from the Group outlining the work conducted in 2008 and included an index of records. It was agreed the Chair would contact the group asap and request their attendance at the February meeting to discuss pending relocation and inventory of records, policies and procedures, digitizing, possible student assistance, etc.
- (e) McNaughton Leasing Plan:
The Board approved renewing the book leasing plan of 10 titles per month, no change from 2008.
- (f) CAP Youth Intern Position:
This employment program, aimed at 15 to 30 year olds is administered by the Ontario Library Association (OLA) with an aim to providing technical support for the Community Access Programme (CAP) computer sites with 100% wage funding. The Board approved the submission of an application for a position. The deadline for application will be announced shortly but is usually due in July.
- (g) Website – Internet Policy/New Look:
The Board approved the posting of the Internet Policy on the website.
- Approval was given by the Board to explore changes to and appearance of the website with incorporation of our logo, when proposed changes are created they will be presented for board approval. It was felt that the timing of these proposed changes are good as they will coincide with the changes that will result from the introduction of JASI.
- (h) JASI-Bar-coding of collection
This item was deferred to the next meeting.
- (i) Book Sale – 25% of revenue to Town.
Book sale revenue for 2008 was \$2,107.15 of which \$526.79 (25%) will be placed in the library's reserve fund with the municipality.
- (j) Annual Survey for Ministry of Culture:
The Annual Survey is due March 31, 2008. A/CEO has started gathering data with instructions expected to arrive in February.
- (k) Excel Courses:
The Board has budgeted for 3 Excel Library Training Courses in the 2009 budget. Staff and/or Board Trustees are encouraged to enroll in one of the offered components. The cost is minimal (approx. \$153.00 each) and invaluable to those who have not received formal library training.
- (l) CEO Interviews:
Interviews will take place during the last week of January.

- (m) **Calendar of Events:**
The Board approved additional celebrations to be included in the newly created calendar of events, Guide Scout Week in February and Volunteer Appreciation Night in April.
- (n) **Sprinkler System:**
The existence of a sprinkler system in the archives room was questioned and it was determined that there is no sprinkler system anywhere in the Library and is not it a requirement of the building code. Both the municipal building inspector and OLS-N were consulted on this matter.
- (o) **Seniors' Computer Training:**
One of our volunteer trainers and her student have experienced delays for a variety of reasons. Due to time constraints and previous commitments, a new volunteer will be selected take over the training. It was noted that under special circumstance, sessions for senior may be extend past the usual 12weeks.

7. CORRESPONDENCE

- i) Letter from Tina Steinbacher (McNaughton Book Service) re: Renewal of Book Leasing Service
- ii) Email from Rebecca Roupp (McNaughton Book Service)re: Pricing possibilities to increase plan
- iii) Letter from Rita Chiblow (OLS-North) re: First Nation Public Library Week
- iv) Email from Stephanie Bowa (CLA) re: Young Canada Works 2009
- v) Letter from J.P.Ouellette (Town CAO/Clerk) re: Library Board Appointment- Mary Ann Parsley
- vi) Fax from Leanne Clendening (OLS-North) re: Unspent funds from JASI FedNor Grant to be returned
- vii) Letter from Stéphane Lalonde (CUPE) re: Notice to open negotiations – CUPE Local 71-2 Cochrane Public Library Board- Chair will follow up.
- viii) Letter out to Kim Brady (OLS-North) re: Interest in Large Print Pool
- ix) Letter from Roland Hadaller (Technical Standards and Safety Authority) re: Safety compliance for elevating devices. The library is up to par on all safety requirements.
- x) Letter from Minister of Canadian Heritage and Official Languages re: 2009 Poster Challenge for students aged 5 to 15
- xi) Year End Report from Michelle Decevitto re: Genealogy Group and work done in Archives Room
- xii) Email from Marjatta Asu (OLS-North) re: New look for website incorporating new library logo (many broken links in existing website)
- xiii) Letter from Araelia Murphy re: Local author of self-published book titled “Psychic not psychotic” and possible book signing
- xiv) Email from D. Monroe re: Comments – Thank you cards/PR/Logo

8. ROUTINE ITEMS

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

9. **IN-CAMERA**

It was moved by L. Girard that the Board move in-camera at 6:29 p.m. to discuss personnel issues; seconded by M. Parsley. Motion carried.

It was moved by T. Dunn that the Board move out-of-camera at 6:50 p.m.; seconded by M. Parsley. Motion carried.

MOTION 2009-04: Moved by L. Girard that the Board approve a salary increase, in line with the Collective Agreement for the Acting CEO for the year 2008 encompassing all 2008 earnings; Seconded by M. Parsley. Motion carried.

10. **FUTURE AGENDA ITEMS**

Accreditation

Archives Policy (Access)

Forest of Reading Program

11. **NEXT MEETING:** February 10, 2009 at 5:00 p.m.

12. **ADJOURNMENT:** The meeting was adjourned at 6:52 p.m. Moved by L. Girard; seconded by M. Parsley. Motion carried.

OFFICIAL MINUTES

SIGNED: Margaret Hermeston, Chair

Carole-Ann Churcher, Secretary

DATED: January 13, 2009