

Minutes

Cochrane Public Library Board

Meeting of the Cochrane Public Library Board held on **Tuesday, February 17, 2009**

1. OPENING PROCEDURES

The meeting was called to order at 5:08 p.m.

Present:

Margaret Hermeston Chair
Linda St. Amant Trustee
Mary Ann Parsley Trustee
Chantal Chénier Trustee
Carole-Ann Churcher Acting CEO/Sec-Treasurer

Absent:

Lisa Girard Vice-Chair, Council Rep.
Theresa Dunn Trustee

In Attendance:

Michelle Decevitto, Genealogy Group
Christina Blazecka, forthcoming CEO (arrived at 6:35 pm)

Remarks from the Chair:

None.

2. AGENDA

(a) Modifications/Additions/Deletions:

Additions: 6. New Business:
(g) Resignation of Board Member
7. Correspondence:
-6 items
Deletions: Finance Committee Report re: \$15 million investment

(b) Conflict of Interest: None declared

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

3. COMMENTS / PRESENTATIONS FROM THE PUBLIC:

Genealogy Group: Michelle Decevitto attended on behalf of the group. Archives concerns were addressed and discussions ensued. All were given a handout itemizing areas of concern and a commitment/agreement was made to review and continue to discuss improvement in the archives process.

M. Decevitto left at 6:00 p.m.

4. STANDING ITEMS

(a) Minutes of the Meeting of January 13, 2009.

It was moved by C. Chénier that the minutes of January 13, 2009 be accepted; seconded by M. Parsley. Motion carried.

(b) Business arising from the minutes

- i) PAD Program: deferred to March pending further investigation (dollars/insurance/union).
- ii) JASI Re bar-coding: deferred to March pending further investigation (new CEO/survey/letter)

(c) Librarian's Report.

- The Board approved the March Break children's programme proposal.
- The Board approved the Volunteer Appreciation Night programme proposal to be held during National Volunteer Week (April 24, 2009). M. Parsley agreed to speak to the group on behalf of the Board.
- The Board approved the "Pour l'amour de la lecture" programme proposal for a French language reading incentive for families.
- It was noted that the Guide/Scout Week had been missed this year but would be added to next year's annual calendar of events.
- Board approved assigning some computer training for seniors to the duties of the Co-op student bearing in mind the job descriptions for the programme and that of the CAP Intern position.
- The book sale room material will be weeded and moved, during the March Break, to the Contact North room for temporary storage.
- Statistical reports were handed out and website update was given.
- A discussion regarding the rights of children to sign out library material without censure resulted in the Board's assertion that material acquired by children from the library was the responsibility of the parent, not the Library Board or Library staff. It was agreed to hand out a letter to this effect to all parents when they signed for their children's new (JASI) card.
- It was noted that the proposed survey could also be handed out with the new cards.
- A staff update was given and it was noted that as required by the Collective Agreement, the Labour Management Committee will meet shortly and a staff seniority listing is being compiled for posting.
- 2009 revised Events Celebrations Calendar was given to the Board.
- Jeannine Atkinson-Groulx won the Family Literacy Day draw.
- The A/CEO participated in "Countdown to Junior Kindergarten" sponsored by the Cochrane Child Care Centre with a display and handouts.
- Reading Buddies and Homework Help programmes update given.
- The Board approved the display of the challenged books list during Freedom to Read Week (February 22-28).
- JASI patron cards received. Numerous books still require bar-coding, will update in March.
- Donation of an audio CD from D. Bécharde was noted.
- New official letterhead (as approved) was presented.
- Volunteers are still needed for the seniors' Computer Training.
- The Board approved the annual purchase of Cochrane High School and Nouveau Regard year books for the Archives collection as well and a copy of any available past yearbooks not in the archives collection.
- Memberships with the Ontario Genealogical Society, and the Ontario Association of Library Technicians have been purchased and membership with the Federation of Ontario Public

- Libraries has been renewed.
- Application to Young Canada Works was deferred to 2010, will apply for CAP Intern position shortly, deadline is usually July,
 - The Board voted against subscribing to the Fytness Fanatik Magazine due to previous health magazine commitments and website concerns.
 - The Board approved the purchase of 2 computers prior to March 31 through the CAP Grant programme.

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

(d) OH&S Report

The report was noted.

(e) Treasurer's Reports

The reports were noted with two outstanding statements to be distributed in March.

(f) Motions Passed Electronically: None.

(g) Finance Committee Reports: None.

5. NEW BUSINESS

- (a) Local History Policies (LH1-LH5) were handed out for Board review with a request to submit comments to the Chair a.s.a.p.
- (b) The OH&S Policy Statement, OH&S-01 Management Responsibilities & the Disturbance/Violence policies were handed out for Board review with comments to be submitted to the Chair asap.
- (c) Website: The Board approved the posting of the 5 Year Strategic Plan on the site as well as a link to the Ontario Public Libraries Act. The Board was given a handout of sample new looks for the website approving sample 4a.
- (d) The Board approved the Forest of Reading Evergreen Award programme for adults
Adult participants must read a minimum number of selected books in order to cast a vote for their favorite during Ontario Public Library Week in October.
- (e) Centennial Calendar: A/CEO will work with trustee C. Chénier on this project to acquire supplier information. The Chair will attempt to acquire historical photos with a view to printing 200 to 250 calendars.
- (f) It was reported that discrepancies exist in the \$15 million funding allotment calculations that have been flagged by the Chair to OLS-North. The Chair was advised it was too late to correct the errors. Acknowledge of allotment must be made to OLS-North by June 30, 2009.
- (g) Resignation of Board Member:
MOTION 2009-05: Moved by L. St. Amant that the board accept, with regret, the resignation of Trustee Theresa Dunn, effective 12 March 2009; Seconded by M. Parsley. Motion carried.

6. CORRESPONDENCE

- i) Email from OLS-North re: Invitation to join AMPLO. (Jan 20, 2009) Noted.
- ii) Letter from Ontario Heritage Trust re: Ontario Heritage Week 2009. Noted.
- iii) Correspondance from Réseau Bibliio de l'Abitibi-Témiscamingue et du Nord-du-Québec re rental of puppet show. Noted.

- iv) Email from OLS-North re: Leadership Summit in Sudbury, March 2009. Noted.
- v) Letter from The Honourable James Moor, Minister of Canadian Heritage re: National Flag Day of Canada, February 15th. Noted.
- vi) Letter from the First Nation Communities Read Jury re: FN Communities Read program. Noted.
- vii) Email from Ministry of Culture re: Newman study, Third generation public libraries. Noted.
- viii) Email from OLS-North re: \$15 million project announcements at OLA Conference. Noted.
- ix) Letter from Municipality re: Chenier Appointment to Library Board. Noted.
- x) Letter from Ministry of Citizenship and Immigration re: Nominations for the Newcomer Champion Awards. Noted.
- xi) Letter from Office of the Lieutenant Governor of Ontario re: Nominations for the Order of Ontario. Noted.
- xii) 10 emails from northern libraries re: PAD Program. Noted.
- xiii) Email from OPLA re: News from Knowledge Ontario Resource databases 09-10. Noted.

7. ROUTINE ITEMS

- (a) Municipal/Provincial/Federal/Other –none.

8. IN-CAMERA

Moved by L. St. Amant that the Board move in-camera at 8:05 p.m. to discuss personnel issues; seconded by C. Chénier. Motion carried.

Moved by L. St. Amant that the Board move out-of-camera at 8:29 p.m.; seconded by C. Chénier. Motion carried.

MOTION 2009-06: Moved by M. Parsley that the Board approve the appointment of Christina Noel-Blazecka to the contract position of Chief Executive Officer effective March 2, 2009; Seconded by L. St. Amant. Motion carried.

MOTION 2009-07: Moved by M. Parsley that the Board approve C.A. Churcher and B. Fortin to revert to their permanent positions, Asst to CEO and Clerk I, Sr., respectively effective March 2, 2009 with wages and benefits adjusted accordingly; Seconded by C. Chénier. Motion carried.

9. FUTURE AGENDA ITEMS: Accreditation, Policies and Procedures

10. NEXT MEETING: March 10, 2009 at 5:00 p.m.

11. ADJOURNMENT: The meeting was adjourned at 8:32 p.m. Moved by M. Parsley; seconded by C. Chénier. Motion carried.

OFFICIAL MINUTES

SIGNED: Margaret Hermeston, Chair
 Carole-Ann Churcher, Secretary

DATED: March 18, 2009