

Minutes

Cochrane Public Library Board

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

1. OPENING PROCEDURES:

The meeting was called to order at 5:00 p.m.

Present:

Margaret Hermeston Chair
Lisa Girard Vice-Chair, Council Rep.
Linda St. Amant Trustee
Mary Ann Parsley Trustee
Christina Blazicka CEO, Sec/Treasurer

Absent:

Chantal Chenier Trustee –Out of Town

Remarks from the Chair:

The new CEO was welcomed. It was noted that negotiations for the new Collective Agreement have not begun. HR Consultant has been contacted regarding the pending pay equity exercise.

Remarks from the Vice-Chair:

Asked to have the next meeting date moved to April 9, 2009 from April 14th, this was agreed to. The new CEO was invited to meet the mayor and council at the next council meeting.

2. AGENDA:

(a) Modifications/Additions/Deletions:

Additions: 5. New Business:
 (h) Program Description Form addition
 (i) Incident Report Form to Review
 (j) Bill 149 Inactive Cemeteries Protection Act
4. Business arising from the minutes
 lii) Coming events.

(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/BUSINESS ARISING FROM THE MINUTES:

(a) **Approval Minutes of the Meeting of February 17, 2009.**

It was moved by M. Parsley that the minutes of February 17, 2009 be accepted; seconded by L. St. Amant. Motion carried.

(b) Business arising from the minutes

- i) PAD Program – the Board request a comprehensive information package be brought to the April board meeting for review.
- ii) JASI Re-bar coding – update in Librarian’s Report, 77% complete.
- iii) Coming Events - Ontario Public Library Week: October 2009 - bring forward.

It was confirmed that M. Parsley would represent the Board at the Volunteer celebrations.

(c) Librarian’s Report.

Action Items:

- **March Break:** In addition to the schedule approved in February, the Board approved an additional 3 sessions to ensure the daycare and the Habitat groups are included. It was agreed that these groups would now be contacted on a routine basis to ensure a comprehensive programme description is submitted to the Board. The Board approved additional programme time and requested an updated programme description form be submitted.
- **Easter Egg Hunt:** Approved by the Board. The Board requested there be separate locations for the young and older children to collect the eggs from.
- The Board approved the continuation of the next Reading Buddies session from April 15 to June 3, 2009. Programme descriptions are needed or original amended.

Information Only Items:

- **Internal Meetings/Minutes:** Labour Management Committee meeting held Feb. 12, 2009
- **Statistics:** February circulation and cataloguing statistics were presented.
- **Purchases:** Flowers were purchases for Theresa Dunn, retiring Trustee, and for Mr. Tom Ulvstal for his recent loss.
- **Web Site Update:** Visitors for month of February was 136, Number of visitors since May/08 is 1089. The following have been posted: January 09 minutes, February booklist, 5-Year Plan, a link to Public Libraries Act and the Child Services Policies. The new site is almost complete. Staff changes will be made, need a button for Archives.
- **Knowledge Ontario:** Have discontinued the Canadian Ref. Centre as part of their data bases effective March 1/09, due to lack of funding. Some of the content may be duplicated in the Power Search Data bases. E-mail circulated.
- **Training:** OLS-N 2009 Joint Conference invitation was received for May 12-14.
- **Staff:** Clerk II position is vacant, will be posted shortly.
The new CEO started work on March 2, 2009.
Seniority list should be available mid March from the town Payroll section.
- **Programmes and Events:**
Board approved the annual Easter Egg Hunt for April 4th.
Board approved a display for Semaine Nationale de la Francophonie from Mar.6-22.
Update: Forest of Reading - Programme has started, books ordered not all received.
Update: Reading Buddies - 6 students & 7 volunteers. 23 volunteer hours for February.
Update: Homework Helpers: 7 students & 6 volunteers. 20 volunteer hours for February.
- **JASI: Update** – 75% of the collection completed.
- **Co-op Student:** Co-op student to start March 9th/09 and was given an overall introduction to the Library. Basic training is underway and ongoing and the student is currently assisting with various tasks.
Motion #2009-09: Moved by L. Girard that the Board approve the Co-op Placement Programme in the library on an annual base and as per agreed upon conditions between Cochrane High School and the Board. Seconded by M. Parsley. Motion carried.

- **Co-op Placements:** ESC Nouveau Regard was contacted and invited to place a student at the library in the fall.
- **CAP (Community Access Programme):** The annual survey was received and completed. We have posted signage identifying the CAP site. We will acquire a smaller sign. Two new computers have been ordered and should be received Mid March. We will apply for a CAP intern position before July 2009.
- **Canada Summer Jobs 2009:** An application for 100% funding for 2 summer student positions submitted, we were then advised we were eligible for one student only. We will be notified if approved.
- **Filtering Software:** Northern libraries were polled in an email survey regarding the use of filtering software for public access computers (Bill 128). 13 libraries responded: 4 libraries use filters on ALL their computers, 3 use filters on some computers, and 6 use NO filters. All libraries using no filters have policies which regulate the use of the Internet. (i.e. Internet Access Policies) One library using filters on all computers advised patrons may request software be turned off.
- **High School year books:** We will purchase all available local yearbooks.
- **Archives:** The Board approved a donation form with a few minor changes. (Att. f). Local History Policies 1-6 approved in principal. The Book Sale Room (BSR) material will be weeded and moved during the March Break and stored in the Contact North room temporary. BSR will be cleaned and carpeted and archives material moved in. Volunteers will help with the move the week of March 9-13. Eventually the stored material will be moved to the old Archives room.
- **Programmes Conducted in Presence of Staff:**
Motion 2009-10: Moved by L. St. Amant that any programmes conducted in the library be done so in the presence of a staff member, unless otherwise and specifically approved by the Board. Seconded by M. Parsley. Motion carried.

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

(d) OH&S Report February 2009

The report was noted.

- A1 Terminator reported received.
- Cover for the thermostat in the book sale room needed.
- The unexplained smell in the foyer from last month did not return.

(e) Treasurer's Reports

The reports were noted. Board approved the transfer of \$50.00 from the regular account to the program account to adjust and error in deposits.

(f) Motions Passed Electronically: None.

(g) Finance Committee Reports: M. Hermeston advised that the Board was under budget in 2008 due to vacancies in employee positions.

5. NEW BUSINESS

- (a) The Board accepted the resignation of Cathy Recoskie from the Clerk II position and agreed to revise the job description and fill the position:
Motion 2009-08: Moved by L. St. Amant that the Board accept the resignation of Cathy Recoskie from the position of Clerk II effective February 27, 2009. Seconded by L. Girard. Motion carried.
- (b) Bill 128:
Motion 2009-11: Moved by L. St. Amant that the Cochrane Public Library Board does NOT support Bill 128, and recommends that Cochrane Municipal Council NOT support the resolution put forward by the City of Cambridge dated February 9, 2009 regarding filtering software on computers in schools and libraries. Seconded by M. Parsley. Motion carried.
The Board agreed to forward a letter to town council, with a copy of the motion.
- (c) FOPL Advocacy Plan for 2009 & 2010 – Deferred to April 9/09 Board Meeting.
- (d) Review of Local History Policy (LH1-LH5) – Deferred to April 9/09 Board Meeting.
- (e) Review of OH & S Policy Statement, OH & S-01 Management Responsibilities & Disturbance/Violence: Deferred to April 9/09 Board Meeting.
- (f) Quote from Cochrane Janitorial Service for the cleaning of the Book Sale Room was accepted by the Board.
- (g) **Motion 2009-12:** Moved by M. Parsley that the Board approve the appointment of Christina Noel-Blazecka as the Secretary-Treasurer to the Board, replacing Carole-Ann Churcher. Seconded by L. St. Amant. Motion carried.
Motion 2009-13: Moved by L. Girard that the Board approves the removal of Theresa Dunn and Carole-Ann Churcher as signing authorities on the General Caisse Populaire account and the Caisse Populaire programme accounts. Seconded by L. St. Amant.
Motion 2009-14: Moved by M. Parsley that the board approves the appointment of Christina Noël-Blazecka and Linda St. Amant as signing authorities for the two (2) Caisse Populaire Accounts (General and Programmes) effective immediately. Seconded by L. Girard. Motion Carried.
- (h) Incident Report Forms were quickly reviewed. CEO was advised that for the time being to use the form that best suited the incident. Board will further review and approve one form.
- (i) Program Descriptions Form was review and the Board approved two minor inclusions on the form , “Date submitted to the Board” and “Account Code”.
- (j) Bill 149 Support of Inactive Cemeteries Protection Act, 2009: A request to place a petition in the library to support the protection of inactive Cemeteries in Ontario was not approved as per Board policy #2003-22.

6. CORRESPONDENCE

Action Items:

- i) Letter from Peter Mennie: The Magic Guy 2009 tour date for Cochrane approved by the Board.
ii) Letter from Ministry of Labour: Requesting copies of Settled Collective Agreement, this has been done.

For Information Only Items:

- iii) Letter from T. Dunn Re: Resignation from Library Board effective March 12/09.
iv) Letter from Cathy Recoskie Re: Resignation.

- v) Letter from Lianne Fortin (Library and Archives Canada) Re: recognition of our 2007 TD Summer Reading Club program.
- vi) Letter from the Ontario Genealogical Society Re: new membership.
- vii) Memo from J.P. Ouellette (Town CAO/Clerk) Re: Volunteer By-Law

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 8:45 p.m.; seconded by M. Parsley.

9. OUT-OF-CAMERA

It was moved by L. Girard that the Board move out-of-camera at 9:00 p.m.; seconded by M. Parsley.

Motion 2009-15: Moved by M. Parsley that the Board approve the C.E.O. Employment Agreement dated March 2, 2009. Seconded by L. Girard. Motion carried.

10. FUTURE AGENDA ITEMS

- Accreditation
- Employment Equity and Job descriptions – Workshop May 2/09 at the library.
- Wheelchair for downstairs area.
- Book drop box.
- Photocopier maintenance program.
- Archives – rare books and donations from the CIBC and the Board of Trade.

11. NEXT MEETING: April 9, 2009 at 5:00 p.m.

12. ADJOURNMENT: The meeting was adjourned at 9:10 p.m. Moved by M. Parsley; seconded by L. St. Amant.

OFFICIAL MINUTES

SIGNED: Margaret Hermeston, Chair
Christina Noël-Blazecka, Secretary

DATED: May 7, 2009