

Minutes

Cochrane Public Library Board

Meeting of the Cochrane Public Library Board held on **Tuesday, April 28, 2009**

1. **OPENING PROCEDURES:**

The meeting was called to order at 5:04 p.m.

Present:

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

Remarks from the Chair:

The Chair's Collection Development Course is completed; the information garnered will be used to create a Collection Development Plan for the library. No updates on either the pending Pay Equity exercise or contract negotiations.

2. **AGENDA:**

(a) **Modifications/Additions/Deletions:**

Deletions: 5 (l), 4 (b) IV, 5(m)

Additions: Correspondence:

- 1) Claybelt Archives (Universite de Hearst)
- 2) CEO/Contact North Re: Safety Issue
- 4)(b) vii – Centennial Calendar
- 4)(d) OH&S – Pandemic Safety Precautions
- 5)(o) Annual Survey
- 5)(p) Digitization

(b) **Conflict of Interest:** None

Acceptance of Agenda: Moved by C. Chenier 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 March 17, 2009:**

Moved by L. Girard that the minutes of March 17, 2009 be accepted; seconded by L. St.Amant. Motion carried.

(b) Business arising from the minutes:

- i) FOPL Advocacy Plan for 2009 & 2010: Membership fees to be increased.
- ii) Review of Local History Policies (LH1-LH5): Chair will collate for distribution to trustees for input and approval.
- iii) Clerk II/Ad for Employment /Job Description: Deferred posting of position until job descriptions are complete (May 2/09 workshop).
- iv) Review of OH & S Policy Statement: Deleted from Agenda.
- v) Programme Description Form: Amendments made and form approved.
- vi) Pad programme: CEO to contact Steve Trinier to determine level of training needed, CEO will complete a program description form.
- vii) Centennial Calendar: Obtaining quotes for 250 calendars. The cost will determine if businesses need to be solicited for advertising. Colors will be determined by cost. Source of photos: Library collection, Cochrane Times Post, M. D. Palangio's collection, D. Monroe CD. Chair will contact Mr. Palangio.

(c) Librarian's Report.

Action Items:

Drop Box Cover: Quotes for covers pending.

Information Only Items:

- i) Internal Meetings/Minutes:** None
- ii) Statistics:** March statistics were presented. Library memberships increased by 130 in 2008.
- iii) Purchases:** 2 public access computers purchased with CAP funding.
- iv) Web Site Update:** 1,225 visitors since May 22, 2008 (136 in past month). February minutes have been posted.
- v) Knowledge Ontario:** French Data Bases – Eureka, registration complete. Need to post on website and update K.O. Brochure.
- vi) Training:** None to report.
- vii) Staff:** Clerk II position is still vacant, Board will update and revise job description. Seniority list is still not available from the town payroll. CEO will make another request.
- viii) Programmes and Events:** Stats for the March Break Program, Reading Buddies, Homework Helpers and Pour l'amour de la lecture given to Board. Forest of Reading Program, all books in circulation, with positive feedback being received from patrons.
- ix) JASI: Update** – 78% of the collection re bar-coded, approximately 6000 books remain to be done.
- x) Community Access Programme (CAP):** Quotes being obtained for a new sign. Two computers purchased. CAP intern position application not yet available.
- xi) Archives:** CEO to follow up with Michelle Decevito to obtain copies of the Board of Trade 100th Anniversary photos, the CIBC and Scotia Banks 100th Anniversary photos.
- xii) Additional Information:**
 - Co-Op Student Update:** Schedule is complete, the Senior Computer Training to start April 15/09.

Archives/Book Sale Room Update: Books have been moved and shelves are ready to be move. Weeded books are ready to be reviewed for disposal. Board approved disposal of college & university text books and older magazines as the information is considered obsolete.

Canada Summer Jobs 2009: No response yet. CEO will inquire as to our status to date.

Ontario's Harmonization of taxes: Nothing to report to date.

Photocopier Update: CEO will do feasibility study of renting/leasing verses owning.

Job Descriptions: All descriptions jobs have been typed electronically thanks to Mary-Ann Parsley and will be ready for use at the May 2 workshop.

Webinar Report: April 2/09 Webinar Re Ministry of Culture Funding - 3 funding categories, Library Credits, Application Programs and Education Funding. A list of possible expenditures is being compiled for the Board's consideration.

New Front Counter: CEO presented a schematic view of possible outlays and will be meeting with a cabinet representative shortly, will also visit MNR Fire Office to view their counter, time permitting.

It was moved by L. Girard that the Librarian's Report be accepted; seconded by C. Chenier. Motion carried.

(d) OH&S Report March 2009

The report was noted.

- Kick stops have been purchased and will be installed on lower level washroom doors for security purposes.
- Swain Flu Pandemic – CEO will purchase hand sanitizers for work stations. Hand washing signs & masks will be provided by the Porcupine Health Unit.

(e) Treasurer's Reports

No issues noted. Chantal clarified court donation process. CEO will send a letter to court officials stressing the library's wish to be considered for future donations.

Caisse Populaire Statements – Not received for March 2009.

(f) Motions Passed Electronically: None.

(g) Finance Committee Reports:

i) **Quarterly Budget Report:** 1st quarter review of the budget expenditures complete. Collections expenditures high but justified.

ii) **Elevator Costs for 2010:** Hydraulic hoses to be replaced on the elevator every 5 years Last replaced in 2005. This expense to be reflected in the next budget

5. NEW BUSINESS

- (a) OLS-N Conference: Neither the CEO nor A/CEO will not be able to attend. Other staff will be petitioned to determine if they are interested.
- (b) Wheel Chair Quotes: Quotes were received but the Lady Minto Hospital has donated a refurbished wheel chair so no purchase will be necessary.
- (c) Lion's Club: Will be solicited for a financial donation for the 2009 Summer Reading Club Programme.

- (d) Porcupine Health Unit Program – Breastfeeding Friendly Library: Will contact other Libraries to determine what their policies are.
- (e) Art Club Display: Board approved a request to display their art work as well as the use of the multipurpose room pending receipt of additional information. A signed waiver of Liability will be required. A letter will be sent to the club.
- (f) Interlibrary Loans/University Charges: Fees are required to access University material To cover their administration costs. We will be required to apply fees to access these resources for shipping & handling.
- (g) Meet the Author: Ontario Public Library Week – Joseph Boyden – Author’s Night. Board gave the OK to pursue an invitation.
- (h) Graphic Novels: Board agreed to the weeding of some graphic novels.
- (i) Archive Cupboards: Board approved the purchase of Antique Cabinets to be paid with donated funds. The Board approved closing the Library to the public on May 9, 2009 to accommodate the move of the cabinets. An ad will be placed in the newspaper. Overtime approved, if require, for staff to assist with the move.

Motion 2009-16 that the Board approves an expenditure from the Caisse Populaire Term Deposit #2 to cover the acquisition of antique cabinets. Moved by L. St. Amant and Seconded by M. Parsley. Motion passed.

- (j) Website Archives Blurb: Approved.
- (k) Locks: Dead file room, Contact North Room and the Lion’s Club room need to be re-keyed for emergency purposes. CEO to investigate the cost involved.
- (l) Donated Prints: Deleted
- (m) Children’s summer workshop – polymer clay crafts: Deferred to May meeting. Prepare a Programme Description Form.
- (n) E-mail disclaimer: Board agreed to go with Linda St. Amant’s recommendation. Maggie will send the version to the CEO.
- (o) Annual Survey: Was reviewed.

Motion 2009-17 made to accept the 2008 Annual Survey and submission of same to the Minister of Culture. Moved by L. St. Amant and Seconded by C. Chenier. Motion passed.

- (p) Digitization: We will send a letter of interest to find out more information. We may wish to partner with neighboring libraries. Deadline is May 7th.

6. CORRESPONDENCE

- Noted correspondence was received.
- University d’Hearst Archives letter – deferred to May meeting.
- Contact North Safety Procedures – CEO and Ann-Marie Law discussed safety procedures to be followed for Contact North staff and pupils using our facility. A follow up memo was sent to Ms. 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 8:18 p.m.; seconded by C. Chenier.

9. OUT-OF-CAMERA

It was moved by L. Girard that the Board move out-of-camera at 8:32 p.m.; seconded by C. Chenier.

10. FUTURE AGENDA ITEMS

Security Mirrors – By Bathrooms - Prices

11. NEXT MEETING: May 12, 2009 at 5:00 p.m. Job Description Workshop Saturday May 2, 2009 at 8 am

12. ADJOURNMENT: The meeting was adjourned at 8:35 p.m. Moved by M. Parsley; seconded by L. Girard

OFFICIAL MINUTES

SIGNED: Margaret Hermeston, Chair

Christina Noël-Blazecka, Secretary

DATED: June 12, 2009