

Minutes

Cochrane Public Library Board

Meeting of the Cochrane Public Library Board held on **Thursday, May 28, 2009**

1. **OPENING PROCEDURES:**

The meeting was called to order at 6:05 p.m.

Present:

Margaret Hermeston	Chair (via telephone)
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: None

2. **AGENDA:**

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

Deletions: None

Additions:

Business Arising From the Minutes:

Amend Date of Minutes Approved – April 28/09

Viii) Clerk II Position

New Business:

f) Tickets to See Joseph Boyden

g) Laptop – Purchase

k) Archives Donation

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

Acceptance of Agenda: Moved by L. St. Amant that the agenda be accepted as amended; seconded by M. Ann 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 April 28, 2009:**

Moved by L. St. Amant that the minutes of April 28, 2009 be accepted; seconded by M. Parsley. Motion carried.

(b) Business arising from the minutes:

- i) PAD – Program Description Form – Deferred to June as the Board is waiting for information from the CEO.
Chair volunteer to compile the information received to date for the June or September meeting.
- ii) Joseph Boyden – Programme Description Form was presented. Board deferred approval of event pending the determination of the cost; CEO will determine actual cost as soon as possible.
- iii) Locks to be re-keyed in lower level of Library – CEO has contacted a local hardware store and was advised there should be no problem with the re-keying; Will update at June meeting.
CEO noted that the 'lost' key for the dead file room has been located.
- iv) Letterhead – The Board did not approve a request from staff for the creation of a second letterhead that would exclude any reference to the Board. It was reiterated that the Board was the legal entity for the library and all activities were conducted under Board authority thus the required identification of the Board on all letterhead.
- v) Omitted from Agenda numbering error
- vi) Porcupine Health Unit – Breast Feeding Friendly Place – Deferred to June.
- vii) David Hughes Memorial Donation: The Board agreed that as the municipality had made a bequest for the late David Hughes and it was not necessary for the Board to do so.

IN-CAMERA: It was moved by L. St. Amant that the Board move in-camera at 6:30 p.m.; seconded by M. Parsley.

OUT OF CAMERA: It was moved by L. St. Amant that the Board move out-of-camera at 6:34 p.m. Seconded by C. Chenier.

- viii) Clerk II Position: The Board instructed the CEO to immediately move forward with the hiring of the Clerk II, to rewrite the job description, prepare a schedule and job posting. The Chair will assist in this exercise with the information to be submitted, via email, to the Board in one week. HR consultant has advised that the vacant position should be filled ASAP to ensure good faith with the Union.

(c) Librarian's Report:

Action Items:

Book Sale Room – The CEO requested approval to move forward with the renovations in the Book Sale Room. The Board did not approve the request pending receipt of dollar figures. CEO will submit quotes to Chair, Chair will forward to Board for review.

Summer Reading Programme – Approval was requested for SRP as per the submitted Programme Description Form. The Board did not approve the programme pending changes to the proposal. The Board requested a reduction in session time to one hour, thus necessitating changes throughout the form (i.e. calendar, total staff hours, total cost, etc.). The Board also, requested the budget be redone to include more books and less craft materials. The Board indicated that final approval of the SRP was dependent upon the filling of the Clerk II position. It was noted that the letters included in the programme package were drafts only and that the Lion's Club donation had been received.

HRDC Summer Student Position – Job Ad: The Board approved the submission of an ad for the position to the local paper. Chair will review, on the Boards behalf, prior to submission.

K.O. Brochure – For Approval: The revised brochure was reviewed, the CEO was asked to ensure Dewey was placed on the brochure, as well as ‘Board’ inclusion in 1st paragraph.

Thank you Letter - Doris Louttit: The Board requested a thank you letter be sent to D. Louttit for her donation to our 1st Nations Collection. Chair will review letter prior to mailing.

Information Only Items:

x) Community Access Programme (CAP) The Board felt the acquisition of a smaller sign has been ongoing for too long now and instructed the CEO to purchase a sign locally. CEO explained that inquiries had already been made to CAP for a sign. Board agreed to wait until staff heard from CAP, prior to local purchase.

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

(d) OH&S Report April 2009:

- Inspection report was noted
- Incident Report of May 8/09 - Deferred to June
- Rubber stoppers in place for now to hold the washroom doors open on lower level.

(e) Treasurer’s Reports:

Board requested names of donors be indicated in the Treasurer’s reports. A cheque written on the Programmes account was questioned, CEO advised it was a deposit for the Magic Show – SRP. Caisse Populaire Statements – Received and noted for April, 2009.

(f) Motions Passed Electronically: None.

(g) Committee Reports: None

5. NEW BUSINESS:

(a) Contact North Room Move: The CEO and Contact North (CN) personnel discussed the possibility of moving CN to the Archives Room. The CEO was asked to obtain quotes on upgrading the ventilation system in the Archives room as the room is not currently tied into the air exchange unit and poses a health and safety issue. It was indicated by the CEO and the Board that, if accomplished, this move would be beneficial as the now CN room could be used for so many public functions.

(b) Publishing and Depository Services Agreement: The Chair will review the Agreement and will report back to the Board via email ASAP, deadline for submission to Government Services Canada is July 1, 2009.

(c) Photocopy Prices: Patrons using the photocopier for numerous copies (50/100 at a time) have requested a discount based on volume. The Board deferred a charge reduction pending cost comparison analysis re: owning /renting a photocopier.

(d) June Seniors Month – Looking for some ideas. Suggestions by the Board were to contact the Red Cross, the Porcupine Health Unit's Population Health Nurse (Senior's Specialist) and/or the O.P.P. to give a presentation for seniors' safety, hold a tea, book display, review last year's event, etc. CEO will make some inquires.

(e) Commando Park Request: The CEO requested approval to hang a park plan in the library accompanied by a suggestion box for public input on a proposed municipal park. It was noted that it is Board policy to permit the presentation of municipal information in the library and as such if the park committee was part of the municipal mandate and if no work was required of the staff, the plan could be hung in the library until December 31, 2009.

(f) "Meet the Author": Staff requested permission to attend a "Meet the Author" evening with Joseph Boyden at Northern College on June 4/09 as a training and development exercise. Board approved the purchase of tickets for any staff or Board members wishing to attend as well as cover mileage. Tickets are \$20.00 each – Approved. Staff attending will invite Mr. Boyden to come to the Cochrane Library this October.

(g) Laptop Purchase: The CEO has purchased a laptop computer and asked if the Board would be interested in purchasing it from her for CEO/Board use. The Board instructed the CEO to contact OLS-N to determine if the purchase of a laptop computer may be purchased using credits currently held in the Board's name by OLS-N as this purchase was not identified in the 2009 budget. The CEO then requested permission to have the computer modified to enable it to be used for library functions, i.e. email accounts, etc. The Board was agreeable to this request but asked the CEO to first obtain a quote on the cost entailed.

(k) Archives Donation: All staff will be advised of the policy and procedures for accepting Archives donations from the public, stressing the importance of attitude and etiquette. Recent donor will be contacted and thanked for their donation.

6. CORRESPONDENCE:

a) Ontario Medal for Good Citizenship – Deadline for nominations Aug. 17/09. The Board requested copies of the correspondence be made available to the public at the front counter, on the bulletin board, on the entrance doors and in the pamphlet stand.

b) 2009 Senior Achievement Award Program – Deadline is June 15/09. Same as 6 a). For June 2010, it was suggested that we have our own Senior nomination draw.

c) Sudbury Regional Hospital Donation: Cancer information DVD for the First Nations, Métis and Inuit communities. Noted. The Board requested the sender to be contacted to update the name of the CEO and to do the same for all correspondence when and if required. It was noted this donation pertained to First Nations people and was timely in view of the Boards initiative to build a First Nations Collection.

d) Service Ontario Pamphlets on Bullying: A Guide for Parents. Board approved to display these pamphlets in the display at the entrance to the Library.

e) Township of Nipigon: Invitation to Grand Opening of New Library. Noted

f) Government of Ontario “Bag it Back” Program: The Board did not approve the posting of this information. The Chair will advise OLS-N of this decision.

g) Salon de livre de Hearst Invitation: Noted

h) FOPL: This correspondence, dealing with provincial funding, will be forwarded to the municipality by the Chair accompanied with correspondence recently received via email from the Federation.

i) Poetry & Short Story Contests: The CEO advised that this information (2 pieces) have been posted in the library. The Board directed the CEO to remove the postings until it is determined if the company in question is a profit or not for profit organization.

j) Playaway book sample: Deferred pending investigation of the cost to participate in this pool and brought back to the Board for review. It was noted that the Board/CEO should anticipate many similar suggestions as the public is aware of the funding recently received by libraries and are vigorously marketing their products.

7. ROUTINE ITEMS

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

8. IN-CAMERA

9. OUT-OF-CAMERA

10. FUTURE AGENDA ITEMS

11. NEXT MEETING: June 23, 2009 at 5:00 p.m.

12. ADJOURNMENT: The meeting was adjourned at 8:00 p.m. Moved by C. Chenier; seconded by M. Parsley.

OFFICIAL MINUTES

SIGNED: Margaret Hermeston, Chair

Christina Noël-Blazecka, Secretary

DATED: June 29, 2009