

# Minutes

## Cochrane Public Library Board

Meeting of the Cochrane Public Library Board held on **Tuesday June 23, 2009**

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### 1. **OPENING PROCEDURES:**

The meeting was called to order at 5:10 p.m. L. Girard Chaired the meeting from 5:10 pm to 7:05 pm, L. St. Amant Chaired from 7:06 pm to 8:05 pm. L. Girard left at 7:05 and M. Parsley joined in at 7:10.

#### **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, Secretary-Treasurer

**Remarks from the Chair:** None

### 2. **AGENDA:**

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

Deletions: None

Additions: Business Arising From the Minutes:

vii) Hearst Archives Proposal

viii) Depository Services

ix) \$15 Million Credits – Shelving, Early Literacy Station

x) Centennial Calendar – Committee Reports

xi) Breast Feed Friendly Library

New Business:

n) Service Canada

o) Katimavik

p) Leaking Roof

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

**(c) Acceptance of Agenda:** Moved by C. Chenier that the agenda be accepted as amended; seconded by L. St. Amant. Motion carried.

- ### 3. **COMMENTS/PRESENTATIONS FROM THE PUBLIC:** ACFO – Yvon J. Desroches, arrived at 7:30 to present a research project on the Francophone pioneers of Cochrane. They asked to use the library's local archives as a reference point for the students writing about the history of Cochrane's first French settlers. The Board approved the request; the CEO will acquire copies of all reports for the Archives collection and track usage. It was clarified with Mr. Desroches that the students would be required to work on the upper floor of the Library only, with staff retrieving information from the

Archives for the students as requested. The CEO will arrange to have the microfiche machine repaired ASAP.

#### **4. STANDING ITEMS/BUSINESS ARISING FROM THE MINUTES:**

##### **(a) Approval Minutes of the Meeting of May 28, 2009:**

Moved by M. Hermeston that the minutes of May 28, 2009 be accepted; seconded by C. Chenier. Motion carried.

##### **(b) Business arising from the minutes:**

- i) PAD – Program Description Form – Deferred to September. Chair volunteered to compile the information.
- ii) Locks on Dead File Room, Lion’s Club, and Contact North Room (Gallery) need the lock inserts changed to match our master key. The Archives handle broke and needs replacement. The handle from the Dead File Room has been removed; a new one is on order.
- iii) A revised Clerk II Job description was presented to the Board for approval.  
**MOTION #2009-22:** That the Board accepts the Clerk II job description as revised by M. Hermeston and dated June 07, 2009.  
Moved by L. Girard and Seconded by L. St. Amant: Motion passed.
- iv) Contact North Room: Board approved moving Contact North to the old Archives Room. The storing of weeded books discussed; books currently in the ‘old’ Contact North room (Gallery). It was suggested the books be stored in the Multi Purpose Room with concerns identified by the CEO as to the security of them in a room frequented by the public.
- v) Thank you letter to D. Louttit: Chair and CEO to compose a thank you note to acknowledge a donation of First Nations books.
- vi) A request from the Cochrane Daycare for a second group to attend the Summer Reading Programme was presented to the Board, approval was granted.
- vii) Hearst Archives proposal presented to the Board requesting Library archives be relocated to Hearst to create a central Northern Archives. The Board did not support the proposal.
- viii) Depository Service Program Agreement was presented to the Board.  
**MOTION #2009-20:** That the Board accept the Depository Service Program Agreement between the Cochrane Public Library and the Minister of Public Works and Government Services.  
Moved by L. Girard and Seconded by L. St. Amant. Motion passed.
- ix) 15 Million \$ Credits: The CEO identified the need for 5 extra shelving units to accommodate the new First Nations Collection and presented an estimated cost to the Board, CEO will contact OLS-N to determine if the cost of the shelves may be paid with credits. An Early Literacy Station for the children’s section was discussed, the Board decided against the purchase.
- x) The Board was given an update on the centennial calendar by Chantal Chenier: printing costs and number of calendars to be printed was discussed. The Board was shown a slide show of the pictures to be used. The Board approved the printing of 250 calendars.
- xi) The Board approved a request from the Porcupine Health Unit to designate the Library as breast feeding friendly.

**(c) Librarian's Report: May, 2009**

- Seniority List: The CEO to contact the town payroll clerk to obtain a copy.
- Circulation Statistics: French Youth Non-Fiction – None reported. CEO to check if this was an oversight.
- Photocopier Update : CEO to do a cost comparison between owning and leasing the copier.
- New Front Counter: A drawing was sent to Accent in Manitoba for a price on a manufactured unit. Board requested the CEO present the Board with a comprehensive design.

A motion to accept the Librarian's Report for May 2009 was moved by M. Hermeston and Seconded by C. Chenier. Motion carried.

**(d) OH&S Report May 2009:**

- Incident Report- May 8/09: A safety concern on lower level was reported and discussed.
- WSIB Report was discussed.

**(e) Treasurer's Reports:**

Board questioned if there was a specific purpose for a particular donation CEO will report back to the Board in September.

**(f) Motions Passed Electronically:**

Motion #2009-18 – That the Board approves changes to the Clerk II job description; hours increased, Summer Reading Programme and archival clerical functions added to duties and responsibilities in addition to current customer service functions.

Moved by C. Chenier, Seconded by L. Girard: Motion passed.

Motion #2009-19 – That the CEO commences the process to hire an employee in the Clerk II position.

Moved by C. Chenier, Seconded by L. Girard: Motion passed.

**(g) Committee Reports:** None

**5. NEW BUSINESS:**

**(a) Consortia Deadline: Deferred**

**(b) 2009 Budget:** The municipal budget for the fiscal year 2009 was approved by the Cochrane Municipal Council May 25, 2009.

Motion 2009-21: That the Board adopted the budget for the fiscal year 2009 as approved by council.

Moved by C. Chénier and Seconded by L. Girard: Motion passed.

**(c) Barring Policy:** Board discussed the Public Disturbance & Violence in the Workplace Policy and provincial law re disorderly patrons. CEO is to advise staff to document all incidents and to reinforce staff awareness of their legal rights and library policy.

**(c1) Arts Club** – The club is requesting the use of the Multi Purpose Room (MPR) to hold a children's art class on July 13<sup>th</sup> from 2-4 pm. The artwork will be displayed at the Cochrane's Fall Fair in August. The Board approved this request.

- (d) Toile Painter's:** The group is requesting continued use of the MPR from September to June 2010. The Board approved this request.
- (e) Gallery Room:** Request from G. Hotte to rent the MPR to hold art classes for children in the fall 2009. The Board denied this request.  
Ms. Hotte requested the use of the Gallery Room in September for an art exhibit. The Board approved this request.  
Ms. Hotte requested use of the Gallery in November for an art exhibit by a group of artists, possibly including the Arts Club. The Board approved this request.  
The Board offered to sponsor both exhibits and assist with advertising costs, reiterating that the sale of goods and/or services is not permitted in the Library.
- (f) Centennial Mural:** Kika Paiva suggested the creation of a Centennial Mural in the Library consisting of small pieces of children's art with a Cochrane theme was presented. The Board requested a Project Description Form for their review.
- (g) Red Cross Seniors "Emergency Preparation Session":** The Red Cross has agreed to conduct an Emergency Preparation Session for senior residents'. Refreshments will be offered, and the event will be advertised. The Board approved the event and requested a Programme Description Form for review and recording purposes.
- (h) Archives Donation Form:** Staff has requested clarification on dealing/accepting archive donations and/or old & rare books/magazines. The Board reiterated that at all times; all donations are to be accepted graciously and recorded on an 'Archives Donation Form'. Item deferred to the September meeting.
- (i) Internal Posting & Summer Student Application Forms:** Municipal forms were reviewed by the Board & approved for temporary usage. . It was agreed the initial posting of the Clerk II position would be internal, in compliance with the Collective Agreement. Approval was given by the Board to hire a summer student funded through HRDC.

**MOTION #2009-22:** That the Board accepts the job description for the Clerk II position as revised by M. Hermeston and dated June 7, 2009.

Moved by L. Girard Seconded by L. St. Amant Motion carried.

**MOTION #2009-23:** That the Board approves the hiring of an HRDC a Summer Student (Clerical Aide) as per the HRDC Agreement.

Moved by L. Girard and Seconded by L. St. Amant. Motion carried.

- (j) Book Sale Prices:** A revised book sale pricelist was reviewed by the Board: Board did not approve increasing the sale price of the used books, but did approve the elimination of a single monetary donation to cover an undetermined number of books. Employee safety concerns were discussed; walkie-talkies will be used, and other programmes will be occurring on the lower level at the same time as the sale. The hours of the sale will be limited, and print out sales slips, with logo, will be used.

- (k) New Website:** Board approved the layout of the new website. Board directed the CEO to add Depository Services link, include Invigilation Services, and reorganize the buttons.
- (l) Reading Buddies & Homework Helpers Programme for Review:** The Board approved the Reading Buddies and Homework Helpers programmes based on the submitted PDF forms, the CEO confirmed nothing had changed from last year. Approvals are in effect until May 31, 2010.
- (m) Purchasing Policy:** The policy was reviewed and approved by the Board. The CEO was instructed to post the policy on the Library website.

**MOTION #2009-24:** That the Board accepts the Purchasing Policy Statement dated June 28/09.  
Moved by C. Chénier and Seconded by M. Hermeston – Motion passed.

- (n) Services Canada:** A request was received from Services Canada to use the public (CAP) computers to aid local laid off workers apply for employment insurance benefits. The Board approved the request.
- (o) Katimavik:** A request has been received for the Library to accept a Katimavik student placement. The CEO will to prepare a report for the September meeting and determine union position on possible placement.
- (p) Leaking Roof:** Library roof still not repaired. CEO advised to send an email to town officials and cc the Board.

**6. CORRESPONDENCE (IN):**

- 1) Microsoft license agreement for software on multiple computers.  
The Board chose not to apply for the Microsoft agreement and will wait to see what Bercell has to offered, Bercell is to get back to the CEO with information.
- 2) NovellList Plus – EBSCO
- 3) Ontario Power Authority
- 4) OLS-N Virtual Consulting Service.  
Web cam received from OLS-N, CEO to include in inventory.

**CORRESPONDENCE (OUT):**

- 1) Bag it Back Campaign
- 2) Letters for SRP to Daycares, Schools & Friendship Center
- 3) Reply to Art's Club Re: Art Exhibit Approval
- 4) If Walls Could Talk – Letter of Acceptance, Painting BSR
- 5) GPB Plumbing & Heating – Letter of Acceptance, Duct Cleaning
- 6) True North – Re: Donation of wood material
- 7) Joseph Boyden – Invitation to Library in October 2009

**7. ROUTINE ITEMS**

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

**8. IN-CAMERA: 7:05 pm**

Moved by L. Girard

Seconded by: C. Chenier

9. **OUT-OF-CAMERA:** 7:25 pm  
Moved by C. Chenier                      Seconded by: M. Hermeston

10. **FUTURE AGENDA ITEMS**

11. **NEXT MEETING:** September 8, 2009 at 5:00 p.m.

12. **ADJOURNMENT:** The meeting was adjourned at 8:05 p.m.  
Moved by M. Hermeston; Seconded by M. Parsley. Motion passed.

OFFICIAL MINUTES

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

DATED:         November 12, 2009