

# Minutes

## Cochrane Public Library Board

Meeting of the Cochrane Public Library Board held on **Tuesday Sept. 15, 2009**

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

(a) The meeting was called to order at 5:10 p.m.

(b) 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

(c) **Remarks from the Chair:** Board membership with the OLA, the OLBA, and the OALT, has been reviewed to determine derived benefits. Communications, information, and discounts are many, thus it is recommended we maintain our good standing with these organizations.

Municipal Collective Agreement negotiations are ongoing so no talks have been scheduled between the Board and the Union, and Pay Equity remains on hold. The Chair remains in communication with the municipal CAO and our HR Consultant.

The Chair has made contact with First Nations people in Chapleau and Moosonee attempting to locate recipients for some of our weeded books, will contact Kashechewan next.

The Chair received and responded to a request from OLS-N regarding patron fees for people residing in unorganized townships. They were advised that our policy is under review and currently no charge has been levied, the affect of this is very minimal as use by this group is negligible.

### 2. **AGENDA:**

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

Modifications: Suggestion to leave more space throughout the Agenda for changes

Deletions:        Business Arising  
4(b) (vi) \$15 million & Early Literacy Stations.

New Business  
5(a) Centennial Calendar (addressed as a Committee Report)

Additions:      Business Arising  
4(b) (xi) PAD  
4(b) (xii) Purchasing Policy  
4(b) (xiii) CAP Intern  
4(g) Finance Committee Report /Centennial Calendar Committee Report

New Business:

- 5 j) Harold Wills
- 5 k) Training & Development
- 5 l) Literacy Pool
- 5 m) Family Expo
- 5 n) MPR Request

- (b) **Conflict of Interest:** None
- (c) **Acceptance of Agenda:** Moved by L. St.Amant that the agenda be accepted as amended;  
Second by M. Parsley Motion carried.

3. **COMMENTS/PRESENTATIONS FROM THE PUBLIC:** Although there was no public presentation, the Board reminded the CEO to acquire copies of the ACFO project (June meeting). CEO to inquire if the project is nearing completion and request copies of the project for the Archives.

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

(a) **Amendments of Minutes from the of June 23, 2009 Meeting:**

Comments/Presentations from the Public amended. 4 (b) (iii) wording amended. 4 (b) (viii) amended to read 'agreement signed', added Motion Carried. 4 (f) Added mover add second to both motions, add motion carried. 5 (b) Added motion carried. 5 (m) Added motion passed. 5 (o) Added Board's request. 12) Added Motion Passed.

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

- i) **Seniority List Update:** Report not received pending Treasurer's signature Chair to contact municipality.
- ii) **Photocopier Update:** Quotes still pending for comparison of leasing programs vs. our current owned and maintained machine. Bring forward to October Board meeting.
- iii) **New Circulation Desk:** CEO presented approximate costs to purchase a modular circulation desk, as well as the cost for comprehensive drawings. Specifications are necessary. The CEO will prepare a Request for Proposal or a Tender package for next week and discuss with the Town Treasurer.
- iv) **Donation:** A donation, questioned at the June meeting, was determined to be a general donation and as such was deposited in the regular Caisse Account.
- v) **Review of Facility Policy (FAC-01):** The interpretation and applicability of FAC-01, as well as an OH&S procedure for dealing with disturbances, was reviewed. It was agreed that both presented sufficient direction to staff. The Board instructed the CEO to post both documents on the bulletin board to facilitate access and remind staff to complete an incident report should a disturbance occur.
- vi) **\$15 Million Credits Early Literacy Station:** Item addressed at the June Board meeting.

- vii) **Art Exhibits – Gallery:** Dates not yet set for a proposed Art Exhibit in the Gallery in November. The CEO will contact Gunny Hotte to discuss.
- viii) **Centennial Wall Idea:** A Programme Description Form (PDF) for a proposed Centennial mural was distributed for reviewed and received overall Board support. The PDF will be revised before being approved (art group assistance, change days, etc.).
- ix) **Katimavik Proposal:** Board will not participate at this time.
- x) **SRP Report:** Report with statistics presented and discussed. 113 children participated in 36 sessions with the Lion's Club assisting with award presentations. Lion's Club financial statement is being prepared.
- xi) **PAD:** A decision on the PAD programme is pending and will be dealt with as soon as all information has been collected.
- xii) **Purchasing Policy:** Posting of the policy on the website was questioned and discussed with a consensus reached to post it immediately.
- xiii) **CAP Intern:** Job description and advertisement being prepared for Board approval.
- xiv) **Centennial Idea:** Mary-Ann Parsley suggested, and the Board approved, creating a centennial time capsule. It was noted that funding has been requested for this project.

**(c) Librarian's Report: June 2009**

**Modifications:** g) Post HRDC summer student position.

Archives – 100<sup>th</sup> Anniversary Pictures for CIBC & Scotia bank not yet acquired.

**Librarian's Report: July 2009**

**Modifications:** Update ACFO Project

**Librarian's Report: August 2009**

**Modifications:** e) CEO enrolled in EXCEL course. A/CEO and CEO will attend the Symposium. f) Union advised Clerk II position filled.

Microfiche Repair Update: CEO waiting for a reply from company.

New Toilet: CEO advised to dispose of the old toilet tank.

Library Donations – Board questioned whether the Bar coder from Iroquois Falls was returned. CEO to check.

Website – Calstock is given as the address for the Cochrane Library on Google. Google will be contacted.

FOPL Survey – Literacy Survey was not received at the time of this Librarian's Report.

**(d) OH&S Reports for June, July and August 2009:**

- Student received safety training.
- Incident Report completed in July to cover leak in electrical panel.
- Electrical Safety Inspection completed in August. One plug defective has been repaired.
- New toilet installed upstairs women's washroom.
- The security of the Archives and staff working in the Archives was discussed with the Board instructing the CEO to remind staff to ensure the door is closed and locked at all time as it had been found open on two occasions this summer.
- The Swine Flu epidemic was discussed, staff is following procedures, hand disinfectant available as are mask should anyone need them.
- Safety lights still not installed in the Gallery. Inspection reports noted.

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

- Library Monthly Financial Reports for June, July and August – Noted
- Caisse Populaire Statements for June, July and August – Noted

**(f) Motions Passed Electronically:**

#2009-25: Moved by L. Girard that Quitera Paivia be appointed to the position of Library Clerk II effective July 6, 2009, second by M. Parsley. Motion Carried

#2009-26: Moved by L. Girard that the Board appoint Jenessa Meilleur to the HRDC summer student position effective June 29, 2009, second by M. Parsley. Motion Carried.

**(g) Committee Reports:**

Centennial Calendar Report: Board discussed and approved ordering 400 calendars; the Chair will make financial arrangements.

Finance Committee Report: The Chair will contact the municipal treasurer to request a Reserve Funding be established to offset 2010 budget costs for pending Collective Agreement/Pay Equity negotiations.

**5. NEW BUSINESS:**

**(a) Centennial Calendar Funding:** Discussed as a Committed Report.

**(b) Berzell & PUC wiring recommendations:** Berzell recommended the purchase of a cabinet to house computer and telephone wire in the furnace. CEO will ask for a quote.

**(c) Collection Displays Policy & Procedures:** CEO to draft a policy and procedure to display collections in the Library. The Chair flagged minutes from the May 2000 Board meeting in which it is stated, *"All donations have to be approved by the Library Board before being accepted to display in Library."* Additionally the "Public information Bulletin Boards and Pamphlet Displays" policy was reviewed.

**(d) Link to Town & Board of Trade Websites:** The Board agreed the link with the municipality is acceptable but decided not to approve a link with the Board of Trade as the Library wishes to maintain an 'arms length' relationship with any organizations perceived as for profit.

**(e) Windows in Doors and Walls on lower level:** The addition of windows in the doors to the Contact North, Archives, and the Gallery rooms, and in the hallway wall of the multipurpose room, as safety and security measures was discussed. CEO to acquire cost quotes and will determine if the glass windowed office door could be switch to a lower level door.

**(f) Donation Tree Procedures and Changes:** The redesign and relocation of the donation tree was discussed. Current location is no longer ideal and will be less so when the new counter is built. It was agreed to purchase and install a plaque style board and place in a more visible location. Current donor names will be transferred. Established policy and procedures will be reviewed.

**(g) Administration Functions:** The Board approved the use of the @ symbol when referring to computer related uses only. The word 'at' shall be used as prescribed in grammar for everything

else. Need to complete the process of ensuring the book drop box is safe. Invoices shall be date stamped upon receipt. A corporate purchasing card was discussed and will be reviewed at a future date. Labour Management Committee meeting needs to commence as per the Collective Agreement and the cost to install a separate telephone line in the CEO's office needs to be determined. The CEO will address all these issues and report back to the Board at the next meeting.

- (h) Ontario Library Month/Week:** Actual plan of activities not yet prepared, do to the time constrain the Board agreed to deal with the proposals by email and report back at the next Board meeting.
- (i) Library Services Online Databases:** The numerous on-line data based services offered in the Library are currently funded by the province until 2011. The Board requested the CEO acquire annual subscription fees and usage reports for these databases for the October Board meeting for budget planning based on cost and demand.
- (j) Harold Wills:** The Board approved the purchase of a commemorative plaque for placement in the Harold Wills Reference and History Section of the Library. It was noted this section was dedication to Harold Wills' honour in September 1972.
- (k) Training & Development:** Archive training for the Clerk II is required. CEO will research training opportunities for the Archives as well as other opportunities for staff with the Educational Institute and report back with details. Some of the courses identified for review were Barrier Free Access, Tools for Reader Advisory and Story Time Super Star. It was noted that the training will be paid for from the \$15 million credits.
- (l) Literacy Pool:** Board discussed the literacy pool and its advantages and approved joining the the three year pool. The CEO will report back to the Board with shipping costs. It was noted the costs will be covered from the \$15 million credits.
- (m) Family EXPO:** The Board approved the participation in the annual Cochrane Daycare Family Expo on October 8<sup>th</sup>.
- (n) Request for MPR:** Board reviewed a request to use the MPR for an information session on children's injuries and the consequences. The Board denied the request due to the moratorium on the use of the room and that the request was not made by a not for profit organization.

## 6. CORRESPONDENCE (IN):

- 1) 211 Ontario Help Poster
- 2) Science North – Summer Programs
- 3) The Canadian Hearing Society - Booklet
- 4) Franco Femmes – Action ontarienne contre la violence faite aux femmes – pamphlets
- 5) Ministry of Culture: LSDF grant program invite
- 6) Thank you email to Genealogy Group.

**CORRESPONDENCE (OUT):**

**7. ROUTINE ITEMS**

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

**8. IN-CAMERA: 9:12**

Moved by L. Girard

Seconded by: C. Chenier

**9. OUT-OF-CAMERA: 10:30**

Moved by C. Chenier

Seconded by: L. Girard

**10. FUTURE AGENDA ITEMS**

**11. NEXT MEETING:** October 13, 2009 at 5:00 p.m.

**12. ADJOURNMENT:** The meeting was adjourned at 10:35 p.m. Moved by C. Chenier; Seconded by L. Girard.

**OFFICIAL MINUTES**

**SIGNED:** Margaret Hermeston, Chair

Christina Noël-Blazecka, Secretary

**DATED:** November 26, 2009