

October Minutes

Cochrane Public Library Board

Meeting of the Cochrane Public Library Board held on **Thursday November 12, 2009**

1. **OPENING PROCEDURES:**

The meeting was called to order at 5:12 p.m.

Present:

Margaret Hermeston	Chair
Mary Ann Parsley	Trustee
Chantal Chenier	Trustee
Christina Blazicka	CEO, Sec/Treasurer

Absent:

Lisa Girard	Vice-Chair, Council Rep.
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Remarks from the Chair:

The chair noted for the record that although this meeting is being held in November it is being dealt with by the Board as the October meeting (in keeping with the Public Libraries Act) and will address only the issue that occurred in September. The October meeting was not held due to the Swine Flu (H1N1) Pandemic and thus the delay.

The Chair noted that our HR Consultant has been in contact with the Union regarding a possible commencement of Pay Equity negotiations but has not yet heard back from the Union.

2. **AGENDA:**

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

Modifications: #4 (b) 14 handout.

Deletions: Delete #4 – Business Arising (b) 16 – covered in Librarian's Report
Delete #5 - New Business (k) & (l) – covered in Librarian's Report

Additions: New Business:

- m) Patron Suspensions
- n) Time capsule
- o) Volunteer Seizures
- p) High School Homecoming
- q) Depository Service Website Link

(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:

(aa) Approval of Minutes from of June 23, 2009 meeting:
Moved: Chantal Chenier Seconded: Mary-Ann Parsley

(a) Approval of Minutes from Sept. 15/09 meeting.
Pending

(b) Business arising from the minutes:

- 1) Board of Trade Website link: The Board did not approve a linked to the Board of Trade.
- 2) Drop Box Lid Quotation: Quote reviewed, the alterations will be budgeted for in 2010.
- 3) CAP Job Description & Hiring Ad: Board will review by email.
- 4) Circulation Desk Update & Ad: A comprehensive design for a new circulation desk was reviewed. The Board attended the current desk and physically “walked through the proposed design” with the CEO. We are now waiting for a 3 dimensional, computerized diagram from Bondy’s on which to base a request for proposal.
- 5) Photocopier Leasing Update: The Board reviewed the cost comparison of our current machine versus a lease agreement and did not approve a lease agreement.
- 6) \$ 15 Million Credits - Laptop purchasing regulations were reviewed with the Board deciding not to purchase a laptop at this time.
- 7) Centennial Mural – PDF amended: The programme description form will be amended to reflect some recent changes.
- 8) SRP Financial Report & Letter to Lion’s Club: The financial report will be amended and forwarded to the Board for final approval.
- 9) Bercell Network wiring – update: The Board did not approve the purchase of cabinet to house phone and computer wires as the wires in question are in a locked room and pose no safety threat of any kind.
- 10) Window/Door costs on lower level update: We are awaiting a price quote on 3 fire rated doors, with windows, from the municipal facilities manager.
- 11) Policy & Procedure: Collection Displays in Antique Cabinets: CEO is waiting for information from OLS-N as to recommendations on presenting privately owned collection displays.
- 12) OALT benefits of membership: Board approved the continuation of membership.
- 13) Donation Tree – levels and costs to renew: Board reviewed the design and location of the new Board/plaque. It was noted that all Donation Forms need review to ensure tracking mechanisms are in place to account for donation values. This will be brought forward to the November Agenda.
- 14) New Phone Quote: Two quotations were discussed as well as the need for a separate line to the CEO office. It was agreed to put this item on the budget and review in the New Year.

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15) T & D Archives Courses update: Course options were reviewed but to date no online courses have been located. The cost for T&D focusing on filing and preservation will be included in the 2010 budget.

16) Deleted

(c) Librarian's Report: Deferred Modifications:

(d) OH&S Report October 2009:

- Inspection reports - noted
- Emergency Light Quotes still pending.

(e) Treasurer's Reports:

- Library Monthly Financial Reports for October – Noted
- Caisse Populaire Statements for October – Noted, Chair request Account Summary format changed to include totals.

(f) Motions Passed Electronically:

Motion Number 2009-27: Move by L. Girard that the Board finance the cost to produce the Centennial Calendars through the Caisse Populaire Cochrane. Second by C. Chenier. Motion Carried.

(g) Committee Reports:

Centennial Calendar Report: Proofing is complete and documents have been sent to the print. Funding has been applied for through the Town and the Centennial Committee and posters advertising the calendar have been ordered from the printers.
Budget Update: We have expended 73% of the budget.

5. NEW BUSINESS:

(a) Hiring of Clerk III: Deferred pending budget review.

(b) Hiring of Casual: Deferred pending budget review.

(c) Christmas Book Sale and Silent Auction: The Board approved the silent auction dates of December 1st to 16th. Book sale will start one week later and will be open to the public from noon to 5 pm daily. CEO will see if the Katimavik group are available to assist with the set ups.

(d) Donations: The donor of over 300 DVDs **declined** any public recognition for his generosity, a thank you note was mailed out to Mr. Oakley by the CEO.

(e) Centennial Logo: The Centennial committee approved the use of their centennial logo when we are advertising centennial projects.

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- (f) JASI – Library Card Distribution:** Redesigned patron registration forms were reviewed, OLS-N will be contacted for additional advice.
- (g) Advertisement Translation:** A patron has volunteered French translate services. The Chair will contact the volunteer to determine if requirements and criteria for this service can be met. If not, the Board will decline the offer.
- (h) Volunteer Agreement Form:** The Board reviewed and approved Volunteer Agreement Forms for use in the Reading Buddies and Homework Helpers programmes.
- (i) PAD Program:** Deferred to the November meeting.
- (j) Accessible Customer Service Policy:** Deferred.
- (k) Family Expo:** Moved to October Librarian’s Report
- (l) Parent’s Night:** Moved to October Librarian’s Report
- (m) Patron Suspensions:** The Board reviewed a current issue with a suspended patron and it was decided the current policy and procedures need to be reviewed. C. Chenier volunteered to compile the information and bring to the November meeting.
- (n) Time Capsule:** The Board approved the creation of a Centennial Time Capsule and a committee, chaired by M-A Parsley to work with it. It was agreed to bury the capsule during summer fest 2010. Ideas are being sought as to what to include in the capsule.
- (o) Volunteer Issues:** A health concern with one of our volunteers was discussed; the Board was satisfied with the handling situation and gave its support to the volunteer and the staff.
- (p) High School Homecoming:** The High School Homecoming Committee has asked to place their Registration Forms in the Library. The Board approved the request and will also advertise the availability of the forms on our website and in our newspaper ads. The CEO will contact the Committee to request they advertise the Centennial Calendar on the registration forms with other advertised souvenirs.
- (q) Depository Link:** The wording for the Depository Link was amended and approved for posting on the website.

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CORRESPONDENCE (IN):

- 1) AMCTO/ AMO re second annual Local Government Week.
- 2) Humphrey Library invitation to Grand Opening.
- 3) Peter Mennie – Request for letter of reference Board declined.
- 4) Reading For the Love of it Poster and registration to conference.
- 5) Cochrane High School Parent Night Invitation.

CORRESPONDENCE (OUT):

- 1) Letter to Municipality confirming partnership with the Centennial Committee
- 2) Letter to Municipality to request funding for Centennial Projects
- 3) Invitation to Town Officials to French School Board's Art Exhibit
- 4) Thank you notes to donators
- 5) Letter to Board of Trade Re: Photo Album

6. ROUTINE ITEMS

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

7. IN-CAMERA: 9:30 pm

Moved by C. Chenier

Seconded by: M. Parsley

8. OUT-OF-CAMERA: 10:44 pm

Moved by M. Parsley

Seconded by: C. Chenier

9. FUTURE AGENDA ITEMS: Scent Policy

10. NEXT MEETING: November 26, 2009 at 5:00 p.m.

11. ADJOURNMENT: The meeting was adjourned at 10:46 p.m. Moved by C. Chenier; Seconded by M. Parsley

OFFICIAL MINUTES

SIGNED: Margaret Hermeston, Chair

Christina Noël-Blazecka, Secretary

DATED: November 26, 2009