

November Minutes

Cochrane Public Library Board

Held Thursday November 26, 2009

1. OPENING PROCEDURES:

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

Present:

Margaret Hermeston	Chair
Lisa Girard	Vice-Chair, Council Rep.
Mary Ann Parsley	Trustee (arrived 5:15)
Chantal Chenier	Trustee
Christina Blazecka	CEO, Sec/Treasurer

Remarks from the Chair:

The Chair advised notification received from our HR Consultant, municipality collective agreement negotiations will resume in January 2010, followed by Library Collective Agreement and Pay Equity negotiations. The consultant will be unavailable until April 2010 and requested issues be sent to him for review.

2. AGENDA:

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

Additions: Business Arising:

- 6) Door Locks
- 7) THEC Maintenance Workers

New Business:

- 6) Katimavik
- 7) Local DVDs

Correspondence Out:

- 3) Letter to Board of Trade Re: Photo Album

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

(c) **Acceptance of Agenda:**

Moved: L. Girard Seconded: C. Chenier

3. COMMENTS/PRESENTATIONS FROM THE PUBLIC: None

4. STANDING ITEMS/BUSINESS ARISING FROM THE MINUTES:

(a) Approval of Minutes from of September 15, 2009 meeting:

Moved: L. Girard Seconded: C. Chenier

Approval of Minutes for October held Nov. 12, 2009 meeting.

Moved: C. Chenier Seconded: M. Parsley

(b) Business arising from the minutes:

1) **Emergency light Quotes:** One quote received and one outstanding. **ACTION ITEM:** CEO will obtain and forward quote to Chair for Board review as soon as it is received.

2) **AODA:**

i) Circulation Desk funding may be available. **ACTION ITEM:** CEO will check with various agencies for funds and report back to Board.

ii) Staff Training: Accessibility compliance must be completed by all staff by January 1, 2010. **ACTION ITEM:** CEO to arrange training schedule for all staff and report back to the Board at the January meeting.

iii) Accessible Customer Service Policy: A policy is required by January 1, 2010.

ACTION ITEM: Chair to draft policy and report back to Board in January.

3) **Patron Suspension & Fines Schedule:** C. Chenier distributed a drafted policy and a revised fees & fines schedule. **ACTION ITEM:** Board to review and send comments to Chantal prior to next meeting. **ACTION ITEM:** CEO to circulate to staff for comments and forward to Chantal prior to next meeting.

4) **PSAB:** Collections inventory was forwarded to the Municipality on Nov. 5

5) **Forest of Reading:** The Board approved 2010 participation in The Evergreen (Adult), White Pine (Grades 9 – 12), and the Tamarack (French Grades 4-8) categories.

6) **Door Locks:** the lock inserts for lower level doors were received, returned and correct ones ordered. A locking push bar is required on a lower level door. **ACTION ITEM:** CEO will order new push bar immediately and will report back to the board on lock status in December.

7) **THEC Maintenance Work:** Library maintenance work done by THEC worker coding was discussed. **ACTION ITEM:** CEO to contact the municipality to ensure cost are charged to the Library's repair and maintenance code.

(c) Librarian's Report for September 2009:

Moved: M. Parsley

Seconded: L. Girard

Motion Carried

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Librarian's Report for October 2009:

Amendments:

g) Collection: The Board directed the French and English not be shelved as one but be sorted and shelved as two separate collections. **ACTION ITEM:** CEO to report monthly on the sorting and re-shelving progress.

L9) JASI: upload costs to be charged to budget code # 2130

Moved: L. Girard

Seconded: M. Parsley Motion Carried

(d) OH&S Report October 2009:

- Inspection Report and Safety Webinar report were discussed & noted

(e) Treasurer's Report October:

- Library Monthly Financial Reports – Noted
- Caisse Populaire Statements for October – Noted

(f) Motions Passed Electronically:

Motion # 2009-28: That the Board accepts the resignation of Board Trustee, Linda St.Amant.
Moved by: C. Chenier Second by: L. Girard. Motion Carried.

Motion # 2009-29: That the Board approves the removal of Linda St.Amant as a signing authority on the Caisse Populaire accounts and that the Board approves the appointment of Mary-Ann Parsley as an authorized signer on both Caisse Populaire accounts.
Motion by: C. Chenier Second by: L. Girard Motion Carried

Motion # 2009-30: That the Board approve the transfer of funds from the 2009 budget allocation to a reserve fund to cover pending 2010 collective agreement negotiations.
Moved by: L. Girard Second by: C. Chenier Motion Carried

Board approved sending a thank you bouquet to Linda St.Amant for her dedication to the Board.

(g) Committee Reports:

Financial Committee:

The Budget has been reviewed and the committee is working to ensure it balances by the end of 2009. It was noted that a Resolution by Council was passed in July to freeze the 2010 library budget at the 2009 level. A reserve fund will be requested as per Motion #2009-30.

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Calendar Committee:

Final proofing has been done and sent to printer. It was agreed to purchase a Centennial Calendar for the Centennial Time Capsule. Chair will work with Caisse for funding.

Time Capsule Committee:

Style of container was discussed as were content ideas i.e. group pictures of those involved in centennial events. Mary-Ann Parsley circulated a draft public suggestions form of which the Board approved with a few minor changes. **ACTION ITEM:** Amend the suggestion form with the Dewey Logo on it and make available to the public.

5. NEW BUSINESS:

1. **Waiver of liability Form:** A reply was received from the insurance company advising our best course of action was to ensure art pieces are ensured under the owner's home insurance policy. The Board will continue using the approved waiver form but will amend it to reflect the above.
2. **Business Cards:** The Board approved the purchase of business cards for the CEO and Assistant CEO.
3. **Christmas Story Hour:** The Board approved the story hour to be held Dec. 19 from 10:30 to 11:30.
4. **Board Member Resignation:** Linda St. Amant resigned as a trustee of the Board was noted.
- 5) **Signing Authority at the Caisse Populaire:** Signing authority changes noted. **ACTION ITEM:** CEO to contact the Caisse and arrange for changes.
- 6) **Katimavik:** The Board approved the temporary use of municipal Katimavik volunteers.

6. CORRESPONDENCE (IN):

- 1) ABC Canada Literacy Foundation – Munch at Home Contest: Posted
- 2) Canav books – Canada's Centennial Flight book sale request: Noted
- 3) Peter Mennie – 2010 SRP Booking request for Magic Show: Noted
- 4) Reading For the Love of it Poster and conference registration: Noted
- 5) Ontario Library Service-North Complementary Book Marks: Noted
- 6) Racism – Stop it! Poster & Entry Form: Posted and on Website
- 7) Canada Post – Letters to Santa Poster: Posted
- 8) Friends of Canadian Libraries – Invitation to meeting: Noted
- 9) Canadian Council of the Blind, Request to display poster of vital services: Posted.

CORRESPONDENCE (OUT):

- 1) Letter of invitation to Shep Sheppard for presentation of "Cowboy Poetry"
- 2) Letter to The Cochrane's Art Club and Tole Painter's Club.
- 3) Letter to the Board of Trade requesting to copy their Photo Album

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7. ROUTINE ITEMS

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

8. IN-CAMERA: Time: Move: Second:

OUT-OF-CAMERA: Time: Move: Second:

9. FUTURE AGENDA ITEMS: Scent Policy

10. NEXT MEETING: December 8, 2009 at 5:00 p.m.

11. ADJOURNMENT: The meeting was adjourned at 7:30 p.m. Moved by C. Chenier; Seconded by L. Girard

OFFICIAL MINUTES

SIGNED: Margaret Hermeston, Chair

Christina Noël-Blazecka, Secretary

DATED: December 26, 2009