

December Minutes

Cochrane Public Library Board

Meeting of the Cochrane Public Library Board held on **Tuesday December 8, 2009**

1. **OPENING PROCEDURES:**

The meeting was called to order at 5:14 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:

- 1) The ACFO was contacted regarding their translation services offer which we are unable to accept due to qualification criteria.
- 2) Municipal/CUPE negotiations are ongoing. Our HR consultant has submitted his 2009 invoice and advised that he will be unavailable until April 2010. As a result the Board will not commence negotiations until April 2010.
- 3) Guy's Photo was contacted re completion of the Board of Trade album scan and has assured us it will be ready shortly. The Board of Trade has inquired as to the return of the album.
- 4) The Chair volunteer to do a website write up for a federal video contest on racism.
- 5) The Federation of Ontario Public Libraries has commenced an advocacy campaign for continued provincial funding for Knowledge Ontario on-line services, as they have for 2 years. If not successful most Ontario Public Libraries will be unable to offer the services as it is cost prohibitive at approximately \$22 thousand a year. **ACTION ITEM:** The Chair and the CEO will work together to accommodate the Federation's requests.
- 6) Board members were petitioned via email to determine if they wished to attend the Super Conference in 2010, costs for one Trustee covered by OLS-N. No Board members are available.
- 7) An email discussion was held regarding a Ginger Bread Workshop and the PAD programme, the outcome of both issues was based on Board by-laws and Robert's Rules of Order.

2. AGENDA:

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

- Additions: Business Arising:
- 4. (b) 7. Caisse Signing Authority
 - 8. THEC Maintenance
 - 9. Door Locks – Push Bars
 - 10. Time Capsule Suggestion Form
 - 11. Provincial Grant update
 - 12. Website

- New Business:
- 5. 5. Christmas Hours

- Deletions: Business Arising:
- 4. (b) 6. Ginger Bread House Decorating

Modifications: None

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

(c) **Acceptance of Agenda:**

Moved by C. Chenier that the agenda be accepted as amended; second by M. Parsley.
Motion carried.

3. COMMENTS/PRESENTATIONS FROM THE PUBLIC: None

4. STANDING ITEMS/BUSINESS ARISING FROM THE MINUTES:

(a) **Approval of Minutes** as amended for the November 26, 2009 meeting.
Moved by M.A. Parsley; Second by C. Chenier

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

1) Emergency Lighting Outstanding Quote: Two quotes received. **ACTION ITEM:** The CEO will purchase and have installed, three- 2 bulb emergency lighting units, one each for the Gallery, Contact-N, and Archives rooms.

2) Circulation Counter Outstanding Design: Prefabricated design discussed and it was determined that the construction material is unknown. **ACTION ITEM:** CEO to report back to the Board in January with composition information. Funding opportunities not yet determined by the CEO. **ACTION ITEM** (Nov 26 09): CEO will check with various agencies for funds and report back to Board.

...3

- 3) Patron Suspension & Fines suggestions: The policy and procedures currently in place require Board review. C. Chenier volunteered to research and prepare information for the January 2010 meeting. **ACTION ITEM:** CEO to solicit staff input and forward to C. Chenier ASAP, prior to January meeting. **ACTION ITEM:** Board members to review and forward comments to Chenier ASAP before January meeting.

- 4) Centennial Art Project: An amended PDF form was reviewed by the Board. It was agreed the host wall for the mural must be painted by March 31, 2010. **ACTION ITEM:** M.A. Parsley volunteered to paint the wall and will work with the CEO to make required arrangements.

- 5) PAD Program: The Board discussed the November vote regarding a defibrillator in the Library and after referencing Board by-laws and Robert's Rules of Order it was determine a defibrillator will not be acquired. It was noted that there are 6 defibrillators at the Court House that might be used in an emergency. **ACTION ITEM:** CEO to advise JPO, in writing, that the Library Board will not be accepting a defibrillator.

- 6) Ginger Bread House Decorating: Deleted.

- 7) Caisse Signing Authority: The CEO has contacted the Caisse and given M.A. Parsley the required documentation to acquire signing authority. **ACTION ITEM:** M.A. Parsley to attend the Caisse and sign forms.

- 8) THEC Maintenance: It was determine that the Board's use of the THEC crew was not addressed in the budget, it was agreed that minor library repair services be acquired as per the Purchasing Policy.

- 9) Door Locks & Push Bars: The Board was advised that the push bar had not been ordered but the door locks had been reordered.
ACTION ITEM: CEO to order push bar and have installed as per the 2009 budget.

- 10) Time Capsule: It was agreed the Clerk II would act as resource person for the Time Capsule project. M.A Parsley has sent a Time Capsule suggestion form to the Clerk II for formatting and watermark (Dewey). **ACTION ITEM:** M.A. Parsley to bring suggestion form to January meeting for review.

- 11) Provincial Grant: We anticipate receiving the Municipal Financial Audit December 15th.
ACTION ITEM: The CEO will fax a copy of the Audit and completed Provincial Report to the Ministry of Culture immediately as the deadline is December 31, 2009.

.../4

12) Website: The Board approved posting new Board member request, re-organizing the buttons and replacing the current map with one that does not link to commercial endeavours. It was noted the address has yet to be corrected from Calstock to Cochrane as requested of OLS-N in September. **ACTION ITEM:** CEO shall arrange for these changes and additions immediately.

(c) Librarian's Report for the month of November:

ACTION ITEMS:

- a) Statistics: Online Database usage will be reported every 3 months.
Computer Training: will be offered to all residents.
- e) Internal Meetings: CEO will provide the Board with a written report on the meeting with Steven Kraus from OLS-N.
- m) Archives: The Board agreed that thank you notes be sent for all Archives donations. The CEO will ensure thank you notes for recent and future donations are sent.
- q) First Nations & Métis Collection: The CEO will prepare a PDF form and forwarded to the Chair with preliminary plans for an opening event.
- s) Mural Update: Registration will be reported monthly.

Modifications:

- f) Human Resources: Board declined a request from the staff for a Christmas supper as staff was invited to the Town Christmas Party.
- g) Collection: Shipping costs for the Literacy Pool Books, rotated twice per year, will have an annual cost of approximately \$170.00/year.
- i) Programs/Events/Observations: The Remembrance Day wreath will be retained year to year and a financial contribution will be made directly to the Local Cochrane Legion Branch in lieu of a new purchase.
- n) Antique Cabinets: The Board formed a committee to oversee cabinet displays. M. Hermeston and C. Chenier will work with one staff resource person.

M.A Parsley moved the Librarian's Report be accepted as amended, second, C. Chenier.

(d) OH&S Report November 2009:

- Inspection reports - noted
- Emergency Light quotes pending.

(e) Treasurer's Reports:

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

(f) Motions Passed Electronically: None

...5

(g) Committee Reports:

Finance Committee: Budget preparation for 2010 continues and the 2009 budget is being finalized.

Calendar Committee: Arrangements have been made to finalize funding. The board agreed to purchase 4 calendars: one for the time capsule, one for the silent auction, and two for the archives.

Time Capsule Committee: The Chair donated a 2010 Canadian Tire collectable coin. The board approved purchasing a set of Olympic Coins. **ACTION ITEM:** CEO to arrange for this purchase.

5. NEW BUSINESS:

- 1) **Habitat Interlude MPR Request:** A verbal request has been made to use the MPR once a month.
ACTION ITEM: The CEO is expecting a written request and will bring forward to January meeting.
- 2) **Credit Card for the Library:** Purchasing options were reviewed with the Board approving the acquisition of a corporate purchasing card. **ACTION ITEM:** The Chair to initiate the application process.
- 3) **Vacation Request CEO:** The Board approved the CEO's request for vacation in December.
- 4) **Scent Policy:** The necessity for a Scent Policy has been raised and it was agreed that further review of the issue is required. **ACTION ITEM:** M.A. Parsley will research and report back to the Board.
- 5) **Christmas Hours** - The Board approved the Christmas Hours as presented.

CORRESPONDENCE (IN):

- 1) Scholastic Canada Ltd: BookFlix Online children's database programme is available.
Action Item: The CEO will verify cost and if reasonable will purchase for one year.
- 2) G. Nantel: Thank you to Library/Genealogy Group with a donation.
- 3) Canada Aviation Museum: Donation of a Child's Book.
- 4) Visionorth: Thank you for the use of the Gallery room for their Art Exhibit.
- 5) CSCD de Grandes Riviere: Thank you for the use of the MP room for their Art Exhibit.
- 6) Contact North: Thank you for their new room.

CORRESPONDENCE (OUT):

- 1) Christmas Hours poster

...6

