

Minutes - January 2010

Cochrane Public Library Board

Meeting of the Cochrane Public Library Board held on **Tuesday January 19, 2010**

1. **OPENING PROCEDURES:**

a) The meeting was called to order by the CEO at 5:11 p.m.

b) **Present:**

Margaret Hermeston	Chair
Lisa Girard	Vice-Chair, Council Rep.
Mary Ann Parsley	Trustee
Chantal Chenier	Trustee
Christina Blazicka	CEO, Sec/Treasurer

Absent: None

c) **Remarks from the 2009 Chair:**

1) OLS-N Elections took place during the month of December and nomination rights were passed by the Library Board Trustees. The Library Board Trustee names were submitted to the OLS-N for their files.

2) Knowledge Ontario advocacy update: A letter of support was written by the Chair to the Ministry of Culture and on-line "post cards" were sent out by the Chair, CEO and Board Trustees.

2. **ANNUAL ELECTION OF OFFICERS:**

Nominations for Chair:

The CEO opened the elections by asking for nominations for the position of Chair. L. Girard nominated M. Hermeston for the position of Chair. C. Chenier Seconded the nomination.

A second call for any additional nominations for the position of Chair was requested.

M.A. Parsley nominated L. Girard for the position of Chair. M. Hermeston seconded the nomination. L. Girard Declined.

Any other nominations, for the position of Chair, was requested for a third time. CEO declared the nominations for the position of Chair closed.

The CEO asked Maggie Hermeston if she would stand as Chair person by acclamation. M. Hermeston accepted.

CEO passed the meeting over to the newly acclaimed Chair, M. Hermeston.

Nominations were held for Vice-Chair:

M. Hermeston (Chair) nominated C. Chenier for Vice-Chair. L. Girard seconded the nomination.

Chair called for any other nominations for Vice-Chair.

L. Girard nominated M.A. Parsley for Vice-Chair. Seconded by C. Chenier.

Chair asked if C. Chenier and M.A. Parsley will stand as nominated for Vice-Chair?

C. Chenier Declined. M.A. Parsley accepted. All were in favour. CARRIED.

Motion #2010-01: The motion was made for elections to be closed and effective immediately.

Moved by L. Girard, Seconded by C. Chenier. CARRIED.

Motion #2010-02: The motion was made to continue having 5 standing committees.

Moved by M.A. Parsley, Seconded by L. Girard. CARRIED.

3. AGENDA:

(a) Modifications/Additions/Deletions:

Business Arising:

Move: 5) (b) 4) to Committee Reports

Additions:

- 8) Hiring
- 9) Centennial Mural Update
- 10) Provincial Grant Update
- 11) Bookflix Children's Database

New Business:

Additions:

- 8) Family Literacy Day PDF
- 9) 15 Million \$ Grant Update
- 10) First Nations/Métis Collection Opening PDF
- 11) Standing Committees
- 12) Museum Train
- 13) Reading Buddies & Homework Helpers 2010 PDF
- 14) March Break PDF

Deletions:

- 6) (4) Accessible Customer Service Pol. Stmt. (Duplicated)

(b) Conflict of Interest: None

(c) Acceptance of Agenda:

Moved by C. Chenier that the agenda be accepted as amended; second by L. Girard.
CARRIED.

4. COMMENTS/PRESENTATIONS FROM THE PUBLIC: None

5. STANDING ITEMS/BUSINESS ARISING FROM THE MINUTES:

(a) Approval of Minutes for December 8, 2009 meeting.

Moved by C. Chenier; Second by M.A. Parsley

(b) Business arising from previous minutes:

1) Circulation Counter Update: The CEO reported that the composition material of the prefabricated counter is press board composite. The Board decided that a solid wood construction would be more durable and last longer. The AODA Government regulations for physical barriers are not available yet. The Board decided that it best to have a gate installed immediately at the circulation desk to secure the office area from public access.

ACTION ITEM: The CEO will contact a contractor, get a quote and have the gate installed immediately.

2) Patron Suspension & Fines Policy & Procedure Review: Board discussed the fees and fines policy that had been circulated and reviewed by the Trustees. A copy of the full circulation policies were circulated to the Trustees.

IN-CAMERA: Time: 6:10

Moved by: L. Girard

Seconded by: C. Chenier

OUT-OF-CAMERA: Time: 6:26

Moved by: L. Girard

Seconded by: M.A. Parsley

ACTION ITEM: CEO to prepare policy binders for the Trustees and advise when they are ready for pick up.

3) Time Capsule Suggestion Form: Moved to Committee Review

4) Purchasing Card: Motion was made to approve the acquisition of a purchasing card for the library with a \$1,000.00 limit and one name on the card.

Moved by M.A. Parsley; Seconded by C. Chenier. CARRIED.

ACTION ITEM: Chair will develop a policy and procedure on how and on what the card can be used.

5) Scent Policy: M.A. Parsley circulated review information on scent policies development from the University of Winnipeg and the Environmental Health Center. The Board discussed the issue and decided that an awareness campaign would be an appropriate first step of action. Stating “we encourage a scent free environment”

ACTION ITEM: CEO will have posters made for the library, add a line at the bottom of the patron’s circulation receipt and add a box to the February Newsletter to encourage a scent free environment.

6) AODA Accessible Customer Service Policy Statement:

Motion #2010-04: The motion was made to accept the AODA Accessible Customer Service Policy as presented by the Chair.

Moved by C. Chenier; Seconded by M.A. Parsley. CARRIED.

7) Hiring: Two Casual Library Clerks will be hired this month of January. As well, the C.A.P. Youth Intern contract position will be advertised and the hiring done by the end of January ready to commence on Monday February 1st.

ACTION ITEM: Board to review CAP Job description.

ACTION ITEM: Chair and CEO to work out the CAP contract wording.

ACTION ITEM: Chair to write a policy on a time frame to keeping applications on file.

8) Centennial Wall Mural Update: The participant numbers are slow in registering. It was discussed to possibly open the age barrier to include anyone interested in expressing their vision of Cochrane on canvas. M.A. Parsley is still going to paint the wall to accept the canvas mural.

ACTION ITEM: CEO to place a classified ad in the paper to encourage participants to come express themselves.

ACTION ITEM: Chair and CEO to discuss the possibility of opening up age group.

9) Provincial Grant: The CEO has acquired the Municipal Audit and the Pay Equity information required to complete the Provincial Grant and it was mailed express post December 24, 2009.

10) Bookflix-Children’s Database: This is a database for early readers. This database has been purchased for one year and will be available through the internet for all library patrons from the library and from home.

ACTION ITEM: CEO will advertise this new database once we are up and running with JASI. The start date will be sometime in February 2010.

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

ACTION ITEMS:

Statistics: English and French Re-Shelving will be a task for the CO-OP Student and progress will be reported each month.

A motion was made to accept the Librarian's Report: Moved by L. Girard; Seconded by C. Chenier.
CARRIED

(d) OH&S Report December 2009:

- Inspection reports - noted

ACTION ITEM: CEO to have the entrance door fixed.

(e) Treasurer's Reports for December 2009: Attd.

- Library Monthly Financial Reports for December – Attd.
- Caisse Populaire Statements for November & December – Attd.
- Municipal Financial Statements for December – Chair

ACTION ITEM: CEO to have the Senior Clerk look into the procedures to get a Charity Number.

(f) Motions Passed Electronically:

MOTION #2010-03: The motion to approve the acquisition of a corporate purchasing card through the Caisse Populaire

By Mary-Ann Parsley; Seconded by Chantal Chenier. CARRIED.

MOTION #2010-05: The motion that the Board supports the existence of Knowledge Ontario databases in the library.

By Mary-ann Parsley; Seconded by Chantal Chenier. CARRIED.

MOTION #2010-06: The motion that the Board adopt advertising procedures 01, 02, and 03 signed and dated this date.

By Chantal Chenier; Seconded by Mary-Ann Parsley. CARRIED.

(g) Committee Reports:

Finance Committee: Budget Draft for 2010 has been submitted to the Municipality.

Calendar Committee: 193 calendars out of 400 have been sold to date. Merchant sales are doing well!

Time Capsule Committee: M.A. Parsley has suggested that we contact the schools to do a writing contest and the winner's entry would be put into the time capsule. Have the daycare do a handprint mural to put in the time capsule. Ticket stubs from the World Jrs. Hockey Games and the Centennial pin are items to acquire for the time capsule.

ACTION ITEM: M.A. Parsley to email these suggestions to the committee for review.

ACTION ITEM: The CEO will inquire about hockey game ticket stubs that may be available and purchase 3 Centennial pins: 1 for the time capsule & 2 for the archives.

Display Committee: Pat Dorff has set up a Cabbage Patch doll display in one of the glass show cases and Pat will be bringing in a ceramic doll display for the other glass show case. It was decided by the Committee that a Carnival display be set up in the mirrored cabinet and a Centennial display in the two other cabinets. A call to the public will be required to acquire more articles for these displays.

ACTION ITEM: M. Hermeston will prepare a classified ad for the newspaper requesting the public lend any items they may have for our Carnival and Centennial Displays.

ACTION ITEM: CEO will re-word the donation form and the waiver form to apply to the Carnival items on loan as well as and the collections waiver.

6. NEW BUSINESS:

1) Basic Computer Training Participant Applications: This form was updated and circulated for review by the Board.

ACTION ITEM: Board to review and approve changes to the Application.

2) Quote for wooden donation plaque: The quotation was discussed and approved by the Board.

ACTION ITEM: The CEO will contact the carpenter and go ahead with the construction of the plaque as per the quote.

3) Change of Board Meeting start time: It was discussed and decided that the next meeting time would be changed from 5 pm to 6 pm on a trial basis.

ACTION ITEM: CEO will amend the classified time on the poster and the classified ad.

4) Accessible Customer Service Policy Statement: Deleted from New Business as was duplicated in Business Arising.

5) McNaughton Renewal: It was approved by the Board to continue subscription with McNaughton.

6) Board Minutes Procedure ADMIN-01: Deferred to February.

7) Advertising Procedures; ADVERT – 01, 02 AND 03: Policy and procedure for advertising was reviewed via email by the Board and CEO.

MOTION #2010-05: The motion was made to accept the Policy and procedures for advertising as set out by the Chair.

Moved by C. Chenier; Seconded by M.A. Parsley. CARRIED.

8) Family Literacy Day PDF: The suggestion to participate in the ABC Canada Literacy campfire Karaoke event was declined by the Board due to the short time lines and singing in the library was not advisable. Instead, the Board advised to put up a book display, posters and have a draw open to all library users for a library book bag.

ACTION ITEM: CEO will see that posters, a display and a draw are set up for January 27, Literacy Day.

9) 15 Million Grant: It was discussed by the Board that a Trustee should have a look at the possibilities available for utilizing the funding.

ACTION ITEM: CEO to prepare a copy of the 15 Million \$ Grant binder for C. Chenier to review.

ACTION ITEM: C. Chenier to report back to the Board with suggestions of utilizing the funding.

10) First Nations/Métis PDF: The Grand Opening for the First Nations/Métis collection was discussed and suggested that MPs, C. Angus and D. Ramsay, be contacted and advise a date that they are available during the First Nations Public Library Week, February 15 to 20, 2010. Then set our date accordingly. The Board suggested that Mr. & Mrs. Lawrence be contacted requesting their involvement with traditional bannock, singing and artwork. The collection could be displayed in the antique display cabinets with books and aboriginal artwork and crafts.

ACTION ITEM: CEO will contact the MPs for availability dates. Also, contact Mr & Mrs. Lawrence regarding their involvement and to gather up the crafts and artwork for the display

11) Standing Committees: Finance Committee, Personnel Committee, Property Committee, Planning & Policy Committee and the Public Relations Committee.

12) Museum Train Project Update: So far, the CEO and the Chair have made two visits to the Museum Train and commenced the inventory process. The Board decided that the CEO and staff would continue the inventory process during library hours until the job is complete.

ACTION ITEM: CEO to set up a schedule for staff to go and continue the inventory work at the Train.

13) Reading Buddies & Homework Help 2010 PDF: This PDF had been approved by the Board in June 2009 but the time period spanned over the school year, September to June. This PDF has been revised, as per the Chair's request, to revert back to spanning over the fiscal year, January to December for ease of budgeting.

