

Minutes - February 2010

Cochrane Public Library Board

Meeting of the Cochrane Public Library Board held on **Tuesday February 9, 2010**

1. **OPENING PROCEDURES:**

a) The meeting was called to order by the CEO at 6:05 p.m.

b) **Present:**

Lisa Girard	Chair & Council Rep.
Mary Ann Parsley	Vice-Chair
Chantal Chenier	Trustee
Christina Blazecka	CEO, Sec & Treasurer

Absent: None

c) **Remarks from Chair:** None

MOTION #2010-07: A Motion was made to accept the resignation of the Chair person, Maggie Hermeston as of February 1, 2010.

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

MOTION #2010-08: A Motion was made to appoint a new Chair person, Lisa Girard, as of February 2, 2010.

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

2. **AGENDA:**

(a) Modifications/Additions/Deletions:

Additions Business Arising:

- 6) March Break Program Description Form
- 7) Park Diagram
- 8) \$15 Million Credits Update
- 9) Art Mural Face Book Page Idea

Additions New Business:

- 10) Canada Summer Jobs
- 11) Taping of Town Council Meetings
- 12) Signing Authority at Caisse Populaire Bank

Additions Correspondence In:

- 8) Freedom to Read Poster & Display

(b) Conflict of Interest: None

(c) Acceptance of Agenda:

A Motion was made to accept the Agenda as amended.

Moved by C. Chenier, Second by M.A. Parsley. CARRIED.

3. COMMENTS/PRESENTATIONS FROM THE PUBLIC: None

4. STANDING ITEMS/BUSINESS ARISING FROM THE MINUTES:

(a) Approval of Minutes for January 19, 2010 meeting as amended.

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

(b) Business arising from previous minutes:

1) Museum Train: Library staff will inventory the Museum Train artifacts that we now have on hand. The Library Board Chair will write a letter to the Train Museum Board to address the problem of being unable to continue the inventory due to the time and effort required.

ACTION ITEM: Chair to write a letter to the Train Museum Board.

2) Circulation Counter - Gate Update: CEO informed the Board that a quotation was requested by a carpenter who was now away until the end of March and the other contractor never responded to 3 calls. The Board requested that another carpenter be contacted to get the job done as soon as possible.

ACTION ITEM: CEO to contact another carpenter to proceed with the gate.

3) Purchasing Card Status & Policy: A credit card policy is required and it was suggested to seek a template policy from the Municipality.

ACTION ITEM: CEO to contact the town clerk to obtain a Purchasing Card Policy template for the March meeting.

4) New Staff & Application Retention Policy: It was suggested to obtain a template policy from the Municipality as a guide.

ACTION ITEM: CEO will obtain the town's policy as a guide and prepare a policy and procedure for the March meeting.

5) Carnival Loaned Items Form: This form was revamped from the Archive Donation form to suit the loaned Carnival items. It was reviewed and accepted by the Board.

6) March Break PDF: The programme description form and advertising was reviewed for this coming March. The Board approved the details.

7) Commando Park Diagram: CEO requested, on behalf of the Commando Park Committee, that the Park Diagram that is set up in the library entrance, remain there for the Centennial year. The Board was in favour.

ACTION ITEM: CEO will contact the Committee members to bring in the updated diagram showing recent changes.

8) \$15 Million Credit Update: CEO provided a financial update showing an expenditure of \$3,000 on the First Nations/Métis Collection. Leaving a balance of \$20,000 in credits to date. Noted.

9) Art Mural – Face Book Group: It was suggested by a staff member that a Face Book Event page for the Library would be good place to drum up interest in library events, starting with the Centennial Art Mural. The Board discussed the pros and cons and will do some further research on this. **ACTION ITEM:** The Board Trustees will look into the pros and cons of having a library Face Book page for events.

(c) Librarian's Report – January 2010: Noted

A motion was made to accept the Librarian's report as read.
Moved by M.A. Parsley, Seconded by C. Chenier. CARRIED.

(d) OH&S Report – January 2010: Noted

- Inspection Reports – Noted
- Supervisor/Manager H & S Training Feb. 24 & 25, at a cost of approximately \$375.00 was approved by the Board, for the CEO to attend. The Board declined the Basic Certification Course for the CEO this year as it was not budgeted for.

(e) Treasurer's Reports – January 2010:

- Library Monthly Financial Report
- Caisse Populaire Statements for January
- Municipal Financial Statements – Chair

ACTION ITEM: CEO to amend the Treasurer's Report on the next Agenda with a motion to accept the report. Also, the invoices for month will be available for the Trustees to review and sign off on a summary sheet once accepted.

(f) Motions Passed Electronically: None

(g) Committee Reports:

Finance Committee: None

Calendar Committee: Merchant sales continue to do well!

Time Capsule Committee: M.A. Parsley discussed the preparation of letters to the daycare for the children's centennial hand print collage as well as a letter to the school boards for approval of the writing contest. A suggestion box will be set up in the library for the public's input as to what they would like to see included in the Centennial Time Capsule.

The hockey game ticket stubs were obtained from a staff member, K. Pavia, and pins were purchased for the time capsule and the archives.

ACTION ITEM: M.A. Parsley to email these letters to the CEO to be proof read, printed on library letterhead and forwarded to the School Boards for approval.

ACTION ITEM: The CEO will set up a board and suggestion box in the entrance of the library.

Display Committee: None

5. **NEW BUSINESS:**

1) Haiti Donation: In lieu of flowers, Maggie Hermeston requested a donation be made to the Haiti relief fund, in appreciation for her years of service. A Thank You card was also sent. This expenditure was approved by the Board.

MOTION #2010-09: A motion was made to make a \$50.00 donation to the Haiti Relief Fund, in lieu of flowers, on behalf of Maggie Hermeston, in appreciation for her years of service.

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

ACTION ITEM: CEO to get a cheque prepared and delivered to the Red Cross Office before February 12th.

2) Fines – Patron request: A patron made a complaint regarding the high late fees for DVDs. It was brought to the Board's attention, due to the long membership of this patron, and the Board agreed to write a letter to them advising that we are in the stages of amending our circulation policy but would afford them the courtesy of the proposed new rates.

ACTION ITEM: The CEO will write up a letter to the patron and report the outcome to the Board.

3) \$15 Million Credits - Teen Zone : C. Chenier reported back with a suggestion to use some of our credits on a TEEN ZONE make over and on an AODA compliant circulation desk. The Board agreed and will discuss this further upon price estimates.

ACTION ITEM: CEO will obtain some costs to implement these changes.

4) Leadership Summit Level 1: CEO requested permission from the Board to make application to participate in the OLS-North's Leadership Summit March 8 – 11, 2010. Cost to the Board would be \$100.00 registration fee and odd meals. Accommodations, travel and most meals are covered by the \$15 Million Credits from the special program section. The Board approved the CEO's request to submit her application and to participate if chosen.

5) Front Lobby Information Overload: Board requested that the bulletin board and pamphlet rack in the front entrance of the library be tidied up and reorganized. A board should be designated to the libraries events and one to public events.

ACTION ITEM: CEO will see that the board and rack are straightened up.

6) Halt Donations until Weeding: The Board suggested that a temporary halt of donations to the library be implemented immediately until the end of April 2010, due to limited space. A patron donated a large quantity of Science Fiction books along with funding to advertise this special section in our next book sale.

ACTION ITEM: CEO to set up outside white board sign, place classified ad in newspaper, post posters in the library and add note to the newsletter and website. CEO is also to send a thank you letter to the generous SI-FI donator.

7) Annual Municipal Report: CEO requested a copy of the previous annual report that was submitted to the Municipality by the Board to have a guide for what information is required. The town clerk had no documentation of any annual reports ever being submitted to the town by the library in the past.

8) Library & Genealogy Workshop: The Board discussed the interest and viability to attending this one day workshop. They requested an expense comparison table be made before a final decision can be made.

ACTION ITEM: CEO will have the information compiled and emailed to the Board for approval due to early bird registration discounts.

9) OLS-N Conference Registration: CEO advised that registration was just released for the OLS-N Conference in May 2010. She requested permission to attend the Conference in May 11-14, 2010. The Board requested more information at the March meeting in regards to the fees, registration etc.

ACTION ITEM: CEO to compile the information requested and report at March meeting.

10) Canada Summer Jobs: CEO advised that the Service Canada Summer Jobs applications are now being accepted until Feb. 26, 2010. The Board approved the application for a summer student. A Board member will meet with the CEO and Assistant CEO to review the application before submission.

11) Council Meeting Tapings: The Board questioned why the library was taping the Council meetings if they were not available for public use? Who gave this direction?

ACTION ITEM: CEO will research these questions and report back to the Board.

12) Signing Authority – Caisse Populaire Bank:

MOTION #2010-10: A motion was made to remove Maggie Hermeston as signing authority on the both the Regular and Programme accounts at the Caisse Populaire, as of February 1, 2010.

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

MOTION #2010-11: A motion was made to add L. Girard as signing authority on both the Regular and Programme accounts at the Caisse Populaire, as of February 1, 2010.

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

ACTION ITEM: CEO to advise L. Girard when the paperwork was ready to sign at the Caisse Populaire.

CORRESPONDENCE (IN):

- 1) M. Barnes Thank You letter.
- 2) Thank you letter to Centennial Calendar Committee.
- 3) OLS-N First Nations Public Library Week – Book Display
- 4) Canada Day Poster Challenge 2010 – Hung in library
- 5) French Legal Advice Line and Brochure – Hung on Bulletin Board
- 6) Ministry of Culture Response to KO support letter.
- 7) Minister of Canadian Heritage – National Flag Day – Display & Poster set up in Entrance
- 8) Freedom to Read Poster – Set up a display for Feb. 21-27.

CORRESPONDENCE (OUT):

- 1) **Chair's letter to Minister of Culture RE: KO advocacy support**

6. ROUTINE ITEMS

(a) Municipal/Provincial/Federal/Other – None to report.

7. IN-CAMERA: Time:

Moved Seconded

8. OUT-OF-CAMERA: Time:

Moved Seconded

9. FUTURE AGENDA ITEMS:

10. NEXT MEETING: March 24, 2010 at 6:00 p.m.

11. ADJOURNMENT: Meeting was adjourned at 9:07 p.m.

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

OFFICIAL MINUTES

SIGNED: Lisa Girard, Chair

Christina Noël-Blazecka, Secretary

DATED: April 14, 2010