

# Minutes - March 2010

## Cochrane Public Library Board

Meeting of the Cochrane Public Library Board held on **Wednesday March 24, 2010**

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### 1. **OPENING PROCEDURES:**

a) The meeting was called to order by the CEO at 6:07 p.m.

#### b) **Present:**

Lisa Girard	Chair & Council Rep.
Mary Ann Parsley	Vice-Chair
Chantal Chenier	Trustee (arrived 6:25)
Christina Blazicka	CEO, Sec & Treasurer

**Absent:** None

c) **Remarks from Chair:** None

### 2. **AGENDA:**

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

##### Additions Business Arising:

11) Taping of Town Council Meeting.

##### Standing Items:

4(e) Treasurers Report – Invoices Circulated for Approval

4(g) Committee Reports: Ad hock Centennial Committee – Grant \$

##### Additions New Business:

10) Timed Agenda

11) Excel Courses - Staff

12) CAP Computers – Ordered

13) Patron Suggestion Form – For Approval

14) CAP Computer Poster – For Approval

(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 February 9, 2010 - Approved as amended.  
Moved by M.A. Parsley; Second by C. Chenier CARRIED

**(b) Business arising - February minutes:**

1) Annual Municipal Report: Board would like to begin compiling an Annual Report for the Town Council which will consist of overall circulation statistics, significant events and expense and revenue statistics. This report will be kept simple and concise.

**ACTION ITEM:** CEO will prepare this report and present to the Board for review.

2) Circulation Counter - Gate Update: The gate has been installed at the circulation counter.

3) Purchasing Card Status & Policy: Deferred

4) New Staff & Application Retention Policy: Deferred

5) OLS-North conference Details: CEO requested the Board's approval to go to the OLS-North Conference in Sudbury on May 11 – 13, 2010. Two delegates are subsidised so, as no Board Member is available to go this year, the CEO will open the opportunity to the Staff.

6) Centennial Art Mural – Face Book Events Page: After exploring and discussing the possibilities, the Board decided not to pursue opening a library Facebook page at this time.

7) Fines – Patron Complaint Update: The CEO informed the Board that the issue regarding a patron's fines was quickly cleared up when the staff learned that the Patron was a senior and so the fines did not apply.

8) Library & Genealogy Training Seminar: CEO provided the Board with a cost comparison for transportation and accommodations. The Board approved the training seminar and agreed that the most economical way to travel was by train. The cost of the trip will be covered through the \$15 Million credits.

**ACTION ITEM:** CEO to book the train tickets and hotel accommodations.

9) Circulation Policy: The fees and fines policy wording was discussed. The Board suggested having a draft policy to work from would be less time consuming.

**ACTION ITEM:** The CEO will prepare a draft of an updated Circulation Policy for review at the next Board meeting.

The CEO reported to the Board the need to review the library's photocopy prices due to several requests for larger numbers of copies but only one flat rate was available. The Board discussed the possibilities as presented by the CEO and adopted a price schedule best suited for the library service.

10) Clerk III Hiring: Upon discussion, the Board requested that a draft Job Description be prepared for review at the next Board meeting.

**ACTION ITEM:** CEO will bring the preliminary Job Description for review at the next Board meeting.

11) Taping of Council Minutes: After some discussion the Board concluded to discontinue this process.

**(c) Librarian's Report – February 2010:** Noted

**ACTION ITEM:** CEO to amend the title of the Staff Meeting Minutes. CEO to prepare the invitation letter for the opening of the First Nations/Métis Collection in June. Board commended the Staff for a job well done with the Carnival Games and requested that the CEO express this at the next Staff meeting.

A motion was made to accept the Librarian's report as amended.

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

**(d) OH&S Report – February 2010:** Noted

- Inspection Reports – Noted
- H & S tour was given to the two new casuals by the H & S Representative.
- CEO passed on some safety tips, learned from the Supervisor/Manager training, with the staff.

**(e) Treasurer's Report – February 2010:**

- Library Monthly Financial Report
- Caisse Populaire Statements - February
- Municipal Financial Statements – Chair

A motion was made by M. Parsley, to accept the Treasurer's Report.

Seconded by C. Chenier. CARRIED

- Invoices – February Circulated and accepted by M. Parsley, Seconded by C. Chenier.

**(f) Motions Passed Electronically:** None

**(g) Committee Reports:**

Finance Committee: None

Calendar Committee: It was suggested by a C. Chenier that the library sell calendars at the Centennial Homecoming weekend. The Board members agreed to take turns manning the table. We could have pamphlets to promote our databases and new JASI circulation system.  
**ACTION ITEM:** C. Chenier will inquire with the Homecoming committee if space would be available.

Time Capsule Committee: Translation of the writing letters to the schools and hand print collage letters to the Daycares will be completed and delivered this week. The display and suggestion box will also be complete this month.

Display Committee: The centennial celebration will be the next theme for the display cabinets. The committee will meet for further discussion.

**ACTION ITEM:** Mirror panels will be moved to the Archive room.

Centennial Ad hoc Committee: The CEO informed the Board that the Centennial Grant funding was received by the town and the Centennial Calendar costs will be paid from it. There may be enough funding remaining to host a guest speaker/author, Michael Barns.

**ACTION ITEM:** CEO will inquire as to the total cost to host a book signing and presentation by Mr. Barns.

**5. NEW BUSINESS:**

**1) Budget Cuts:** Board approved the CEO's suggested budget cut amounts and codes. These amounts will be forwarded to the Treasurer for further review.

**2) Board Membership Applications:** The Board reviewed the applications received for Board Membership. They approved the applications for Mr. T. Ulvstal and Ms. J. Ives and advised the CEO to prepare a letter of recommendation to the Town Council for their review.

**ACTION ITEM:** The CEO will prepare a letter of recommendation.

**3) Every Child Ready to Read Partnership:** The CEO presented the Board with a proposal for a partnership with the Cochrane Day Care Center and the Ontario Early Years Literacy Center to offer a new program designed to help children get ready to read. The program is offered to 3 age groups in different sessions, to be held at the library, and teaches the

Parents the six critical skills needed develop better readers. The Board discussed and approved the delivery of a session for the Talkers age group 2 – 3 which may be delivered in April or May 2010. If this session is successful then we will proceed to offer a session in the fall of 2010 for the Pre-Readers age group 4-5.

**ACTION ITEM:** CEO will contact the Cochrane Day Care Administrator to discuss and set a program delivery date.

**4) A-Z Map Database:** CEO proposed a new data base for maps, trip planning, etc to the Board. A link was provided to get hands on look at the product. The cost of this data base qualifies for the SOLS Collections Credits. C. Chenier offered to have a closer look at the product and will report back with her suggestions.

**5) Photo Release Form:** The CEO advised the Board of the need for a photo release form for events. The Board suggested a reverse photo release form to have those who do not want their photo released in any media form to sign.

**ACTION ITEM:** CEO will prepare a reversed photo release form for the Board's review.

**6) Culture Days:** The Ministry of Culture has allocated Sept. 24 – 26<sup>th</sup> as Culture days. After some discussion the Board suggested that the Staff be canvassed for ideas to participate during this time.

**ACTION ITEM:** CEO will ask for the staff's input at a future meeting.

**7) Networking with Your Peers Seminar:** CEO and the Vice-Chair will be attending this workshop on Saturday April 17, designed to encourage Board members and CEO's develop a closer relationship.

**8) JASI Registration Form:** The CEO presented the Board with a new JASI registration form to gather patron information for our new circulation system. It was suggested that we update the system for each patron as we give out their new cards. Once the new information is entered then print the screen and have them sign it. This will eliminate a lot of re-entering forms and save time. New patrons and children will be given a registration form to fill out and have signed.

**9) Library Act Amendments:** CEO informed the Board of the upcoming changes that the Ministry of Culture has made to the Library Act effective April 1, 2010. The Act can be located on the library website for quick access.

**10) Timed Agenda:** CEO suggested trying a timed Agenda to help keep the meetings moving along on time.

**ACTION ITEM:** The Chair will forward a sample Agenda to try for the next meeting.

**11) Excel Courses:** The CEO requested the Board's approval of the staff taking library Excel courses if they are interested. These courses qualify under the \$15 Million Credits until the end of 2010. The Board approved the staff members take these courses if they are interested.

**ACTION ITEM:** CEO will encourage any staff interested to pursue the training. She will also make a chart of ideas and costs for the \$15 Million Credits.

**12) CAP Computers & Software Licensing:** CEO advised the Board that 2 new Community Access Program computers have been ordered to replace 2 of the outdated CAP computers using the grant funding. The CEO also presented the Board with a software licensing comparison to obtain multiple programs for the CAP computers at an economical price. Board approved the purchase of the software license for 10 of the library computers through Berzell Integrated Services at a cost of \$1,280.

**ACTION ITEM:** CEO will check the exact number of computers that require software.

CAP Poster, produced by the CAP Youth Intern, to raise awareness of the computer training services at the library, was approved by the Board.

**13) Patron Suggestion Form:** The CEO suggested having a suggestion form available to the patrons to make suggestions of books that they would like to see in the library collection. The Board approved the idea and made a suggestion of having a donator's list for those that wish to donate to the library. They can choose an area where the funding would be most needed from the list.

**6. CORRESPONDENCE (IN):**

- 1) Ontario Arts Council – Education Grant programs
- 2) FOPL – Literacy programming Priority
- 3) Ministry of Citizenship & Immigration – New Comer Champion Award
- 4) Ontario Health Quality Council – Q Monitor Annual Report
- 5) Cancer Care Ontario – Colon Cancer Check Display Package

Board suggested that Sandra Touchette be contacted for other Cancer Society display items and have the two displays promoting together.

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**CORRESPONDENCE (OUT):**

- 1) Letter to Dan Belisle – Museum Train Inventory – Chair
- 2) Letter in response to D. Monroe’s Board Application - Chair

**7. ROUTINE ITEMS**

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

**8. IN-CAMERA: Time: 9:29**

**OUT-OF-CAMERA: Time: 9:40**

Moved: M. Parsley                      Seconded: C. Chenier CARRIED

**10. FUTURE AGENDA ITEMS:**

**11. NEXT MEETING:** April 14, 2010 at 6:00 p.m.

**12. ADJOURNMENT:** Meeting was adjourned at 9:40 p.m.

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

OFFICIAL MINUTES

SIGNED:        Lisa Girard, Chair

                    Christina Noël-Blazecka, Secretary

DATED:         May 5, 2010