

Minutes – April 2010

Cochrane Public Library Board

Meeting of the Cochrane Public Library Board held on **Wednesday April 14, 2010**

1. **OPENING PROCEDURES:**

a) The meeting was called to order by the Chair at 6:03 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:** The Chair remarked that she was really pleased that the Town council approved the appointment of Mr. Tom Ulvstal and Ms. Judith Ives as new Library Board Trustees.

2. **AGENDA:**

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

Additions Business Arising:

BA9) Teen Zone update

Standing Items:

4(e) Invoices For Board Review & Approval

Additions New Business:

5) Earth Day

6) Newspaper Column for the Library - "Off the Shelf"

(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 from March 24, 2010:

Approved as amended.

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

(b) Business arising – March minutes:

1) Purchasing Card Policy Draft: Will be reviewed electronically.

2) Application Retention Policy Draft: Will be reviewed electronically.

3) Circulation Policy Draft: Will be reviewed electronically.

4) Mr. Barn's Speaking Engagement & Book Signing: Board discussed the costs for Mr. Barn's Speaking Engagement. We will contact Mr. Barn's to set a tentative date for this engagement until we know if we were successful in obtaining grant money from the Centennial Grant application.

ACTION ITEM: CEO will contact Mr. Barn's to set a tentative date and speak to the Municipal Treasurer regarding the Centennial Grant progress.

5) A – Z Maps Database: After reviewing the contents and worth of this database through an electronic link, the Board decided to purchase it for a 3 year period at the discounted cost of \$1000.00 (\$333.33 per year). This covers A-Z Maps and Global Road Warrior databases, which will be paid from the Ministry of Culture Credits.

6) Photo Release Form: A reverse photo release form was agreed on by the Board. In advance of any pictures being taken at any Library events, the Staff will make an announcement that should anyone not want their picture or their child's picture taken and used in our newsletter, on our website or in the newspaper, to please sign the form.

7) Drop Box Enclosed Lid: CEO advised the Board that this was not completed in 2009 and was not budgeted for in 2010, so inquired if it should be pursued. The Board advised to have the project completed as it is a safety issue.

ACTION ITEM: CEO will obtain an updated quotation for the lid and proceed to have it done.

8) Photocopy Prices: CEO advised the Board that there were questions regarding what price should be charged for an 11X17 copy or a double sided photocopy. The Board decided that the price would be the same for both, as it is for an 8X11.

ACTION ITEM: CEO will add these two new parameters to the posted photocopy price list.

9) Teen Zone Update: The CEO updated the Board on the possibility to fit 3 restaurant style booths in the Teen Zone to create a cool, attractive place for the community's youth to spend their library time in.

ACTION ITEM: The CEO will work on a cost for labour, material and upholstering.

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

The Board commended the Library Staff for a job well done in handling a recent incident in the Library. The Board commended the CEO for a job well done on the Librarian's report. They enjoyed and looked forward to reading it.

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

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

(d) OH&S Report – March 2010: Noted

- Inspection Reports – Noted

(e) Treasurer's Report – March 2010:

- Library Monthly Financial Report
- Caisse Populaire Statements – Not Available
- Municipal Financial Statements – Chair
- Invoices – March were circulated and accepted by M. Parsley, Seconded by C. Chenier.

ACTION ITEM: The Board requested the CEO inquire about the progress of Pay Equity with the Municipal Treasurer.

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

Seconded by C. Chenier. CARRIED

(f) Motions Passed Electronically: Motion #2010-13 - That the Board accept the applications for Board Membership, from Mr. Tom Ulvstal and Ms. Judith Ives as reviewed at the March 24th meeting. Passed Electronically March 31, 2010. Email attached.

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

(g) Committee Reports:

Finance Committee: CEO suggested a budget meeting was due once the finalized budget is received from the Municipality.

Calendar Committee: Calendar sales are doing well. C. Chenier will confirm with Homecoming Committee that we will be able to sell our Centennial Calendars at the registration event.

Time Capsule Committee: M.A. Parsley gave the Board an update on the recent meeting of the Time Capsule committee. A healthy discussion took place with sound suggestions and plans were developed. From the Capsule container itself to registering the Capsule with the National Time Capsule Association. A display will be made with the Capsule contents for viewing by the public before it is encapsulated.

Display Committee: There will be three simultaneous displays in the cabinets over the next couple of months. A Cancer Society display will be in one of the glass cabinets, a wedding doll display will house the mirrored cabinet, the centennial display will commence in the middle cabinet and the First Nations/Métis Collection display will house the corner cabinet.

5) NEW BUSINESS:

1) Ontario Literacy Coalition: An invitation was sent to the Library to help promote the Literacy program in Ontario through our library system. The Board approved the addition of their link on the Library website for the public to access freely.

2) Donation of two calendars to the Homecoming Committee: The Board approved the donation of two Centennial Calendars to the Homecoming Committee as their personal calendars were being reviewed by the curious public and now the calendars are looking well used.

3) Patron Guide to JASI: The CEO presented the Board with a sample patron guide, which the Assistant CEO had compiled, to explain how to use the JASI system from home and the benefits the new system offers. The Board approved the booklets and enquired about a French translation.

ACTION ITEM: The CEO will enquire if there is a French version done already from other JASI libraries.

4) Poster for Local Fund Raiser: CEO requested the Board's interpretation as to whether a local event's fund raiser poster should be posted due to an outside business providing the entertainment. The Board suggested that the wording in this policy will have to be reviewed.

5) Earth Day: The CEO advised the Board that a display in celebration of Earth Day would be set up in the library entrance on April 22, 2010. An evergreen tree and a bag of soil would stand under a white board poster of Mother Earth being pampered by her inhabitants.

6) Newspaper Column for the Library - "Off the Shelf": The CEO asked for the Board's view and approval to start a newspaper column for the Cochrane Times Post. It could be called "Off the Shelf". The Vice-Chair, M.A. Parsley, offered to write the column and the CEO would provide her with the content to write about. The Board approved the launch of a newspaper column for the Cochrane Times Post.

ACTION ITEM: CEO to forward ideas to the Vice-Chair for the first column.

6. CORRESPONDENCE (IN):

- 1) ABC Literacy Canada
- 2) Thank You Card – Artist, Joanne Levesque
- 3) Canadian Hearing Society Poster
- 4) Ontario Summer Jobs Poster
- 5) Ministry of Citizenship & Immigration – Lincoln Award
- 6) **Federation Canadienne pour l'alphabétisation en français**
- 7) **Natural Resources Canada – Map of Canada**
- 8) **Children's Mental Health Ontario – Video Contest & Poster**

Board requested that a note about this contest be posted on our website and in our newsletter.

9) M. Kirkbride's Letter – Cochrane Centennial & Historical Photo Project

Board advised the CEO to reply to M. Kirkbride's suggestion.

CORRESPONDENCE (OUT):

- 1) Response Letter to Mr. T. Ulvstal - Chair

7. ROUTINE ITEMS

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

8. IN-CAMERA: Time: 8:05

OUT-OF-CAMERA: Time: 8:15

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

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10. FUTURE AGENDA ITEMS:

11. NEXT MEETING: May 19, 2010 at 6:00 p.m.

12. ADJOURNMENT: Meeting was adjourned at 8:30 p.m.

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

OFFICIAL MINUTES

SIGNED: Lisa Girard, Chair

 Christina Noël-Blazecka, Secretary

DATED: May 26, 2010