

Minutes – November 2011

Cochrane Public Library Board

Meeting of the Cochrane Public Library Board held on **Wednesday November 16th, 2011**

1. **OPENING PROCEDURES:**

a) The meeting was called to order by the Chair at 6:10 p.m.

b) **Present:**

Thomas Ulvstal	Chair
Chantal Chenier	Vice-Chair
Bob Bawtinheimer	Council Rep – Arrived at 6:38 pm
Carole Bernard	Trustee
Diane Ivall	Trustee
Christina Blazecka	CEO, Secretary, and Treasurer

Absent:

Judith Ives	Trustee
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c) **Remarks from Chair:** The Chair person welcomed all.

2. **AGENDA:**

(a) Additions:

- NB aa) Contractor's RFP Submissions - Decision
- NB j) Harassment and Violence in the Workplace policy
- NB k) Manager's Meeting Report
- NB l) TVO Screening – Jan. 4th, 2012
- Correspondence In – d) FOPL update

Deletions: None

Modifications: Amend Agenda item #4 b) to read 'previous meeting minutes'.

(b) Conflict of Interest: None

(c) Acceptance of Agenda: As amended

Moved by T. Ulvstal Second by C. Chenier

CARRIED

3. COMMENTS/PRESENTATIONS FROM THE PUBLIC: Our visitor interested in being a Library Board Trustee was unable to make it due to illness.

4. STANDING ITEMS/BUSINESS ARISING FROM THE MINUTES:

(a) Approval of Minutes from October 17th, 2011 as amended:

The minutes were passed electronically. Emails attached.

Moved by T. Ulvstal

Seconded by D. Ivall, via email

CARRIED

(b) Business arising from the September Minutes:

1) New Board Member Questionnaire: The Board discussed how these questions should be worded and the information they would like from the applicant. Five questions were developed and the questionnaire is complete.

ACTION: The CEO will email the Board with the 5 final questions compiled in a questionnaire form.

2) Gallery Terms of Reference and policy wording: The CEO presented the Board with the amended terms of reference for the past meeting. The Board accepted the Gallery Committee's Terms of Reference as amended with the following Motion:

Motion #2011-18: The motion was made to accept the Cochrane Public Library's Gallery Committee's Terms of Reference as amended.

Motion by T. Ulvstal

Seconded by C. Bernard.

CARRIED

The CEO also presented the first draft of the policy wording for the Library Gallery. The Board made some adjustments to some wording to be reviewed by email.

ACTION: The wording will be amended as suggested and emailed back to the Board for their review.

3) E-reader/mini laptop for Library use: The CEO advised the Board of the Sony e-reader and the Kobo VOC colour e-reader that had been purchased for the library staff to be trained on and to be able to better serve our patrons with this new technology. The e-readers will also be available for patrons to use in-house if required.

4) Janitorial Contract: The CEO informed the Board that the CAO of the Town advised Council would have a response by the end of the year regarding the group janitorial contract. Bob Bawtinheimer, our Council Representative, confirmed that Council will come to a conclusion in December. The Board decided to defer their discussion until January 2012 when we should have a response from Council.

5) Reading Buddies & Homework Help (Wednesday Forecast): The CEO advised the Board that the change in time of the Wednesday RB & HH was working out quite well. The attendance of children has increase significantly at the 3:30 – 4:30 hour. The CEO wanted to advise the Board that if this was going to be the option they decide to take for the remainder of the program that we would either need to add an hour to the Clerk 2's Wednesdays or rearrange the Archive time during the week as we are currently using one hour a week from the six hours of Archive time.

(c) Librarian's Report – October 2011 – Noted and discussed. The Board asked if the work done by the staff without supervision was reviewed by either the Assistant to the CEO or by the CEO. The CEO replied yes, this information is reviewed and the JASI system is well set up to catch or remind the person entering the information as to what should be entered.

(d) OH&S Report – October 2011 – Noted and discussed by the Board.

(e) Treasurer's Report – October 2011

- Library Monthly Financial Report - Noted
- Caisse Populaire Statements - Noted
- Municipal Financial Statements – Financial Committee
- Invoices For Review: October 2011 - Noted and Initialled

(f) Motions Passed Electronically: None

(g) Committee Reports:

Financial Committee: The Committee decided to meet on Tuesday November 29th at 8 am to review the 2012 budget code values and to request Capital funding for the new telephone system in the library.

MOTION # 2011-19: The Board made a motion to request Capital Expense funds for the purchase and installation of a new digital telephone system as per the quotation from the Cochrane Telecom Services.

Motion by T. Ulvstal

Seconded by C. Chenier

CARRIED

Gallery Committee: The 'True North Photography Exhibition' will wrap up on November 17th and the ESCHS Art Classes will be prepared to hold a two week exhibition of the student's art work as part of their art experience. The show will run from November 21st to December 2nd.

5. NEW BUSINESS:

a) **C.A. Negotiations:** The CEO and the Board discussed the November 30th date to meet with the consultant and decided that this would work for the negotiation team. The Pay Equity position was discussed and the Board updated on the progress.

aa) **Contractor's RFP:** The CEO presented the Board with a summary of the contractor's RFP submissions for the painting and plastering of the library, as per the Chairperson's request. The Board then reviewed the bids and discussed the process for the successful bidder. The contract was awarded to Dubeault's General Contracting.

MOTION #2011-20: The Board made a motion to accept the Request for Proposal bid by Dubeault's General Contracting, for the drywall and painting of the Cochrane Public Library, at a cost of \$8,136.00. Tax included. The paint and primer will be supplied by the Library Board.

Motion by C. Chenier

Seconded by C. Bernard

CARRIED

b) **Job Description Review:** The CEO advised the Board that the staff job descriptions needed to be reviewed and updated as a couple of the positions have changed slightly in their tasks over the last 3 years.

ACTION ITEM: The CEO will prepare the job descriptions to be reviewed and email them to the Board.

Also, the CEO discussed the need for a better performance review method. The Board and the CEO will check around for a simplified form for performance review.

c) **Five Year Strategic Plan Review:** The CEO asked the Board to review the Library's Five Year Strategic Plan for homework to be prepared for discussion and input at the December meeting.

d) **Reprimand Report:** The CEO proposed a report form for reprimanding library employees, volunteers etc. The CEO suggested that the form be used as a first step where there is a need to speak to library personnel. If further action is required, then disciplinary steps will be initiated as per the policy. The Board approved the use of this form for the tracking of internal reprimand issues.

e) **Literacy Day January 27th, 2012:** The CEO introduced the Board to the 2012 ABC Literacy Day theme of 'Journey to Learning'. The Board discussed the possibilities to help promote this theme in the library on that day and decided to go with the 'Round the World in 90 Days' idea. With this idea, the library would have different stations set up where the children would have to visit, learn something new about that country and then get their passport signed. We will incorporate the global puzzle that was just purchased into a station.

f) **Public Library Operating Grant & Pay Equity Application Changes:** The CEO advised the Board of the changes the Ministry of Culture has made to the Public Library's Operating Grant application this year. The changes did not affect the Public Libraries so much it did for the First Nation libraries where there was a salary supplement introduced.

g) **Town By-law Amendment:** The CEO advised the Board of the change made to the town's traveling expense form where the reimbursement per kilometre was increased to .52 cents from .42 cents. This will affect the library traveling costs as we use the same form as the town employees do.

h) **OLA Super Conference 2012:** The CEO informed the Board of the Ontario Library Association's Super Conference coming up on February 1st – 4th, 2012 in Toronto and asked if anyone would like to attend but no Board members were available to go.

i) **SRP Contest Entry:** The CEO informed the Board of the Summer Reading Program contest the Clerk 2 had entered. A portfolio had been compiled by the summer student and the Clerk 2 of all the SRP statistics, events, and advertising as part of the entry requirements. The contest is Canada wide with first prize is being \$5,000 and second prize \$2,500 which would go towards future children's programs.

j) **Harassment & Violence in the Workplace Policy:** The CEO advised the Board that the OLS-North will not be compiling policy wording for libraries to use but instead has templates available at different websites to offer. The CEO suggested that the Board review the Town's policy wording and decide if they would consider adopting their wording. After some discussion and input by our Council representative, Bob Bawtinheimer, the Board decided to adopt the Town's policy wording with the following motion:

MOTION #2011-21: The motion was made for the Library Board to adopt the Municipalities Respect in the Workplace policy wording into the Board’s Harassment policy wording.

Motion by T. Ulvstal Seconded by D. Ivall CARRIED

k) Manager’s Meeting Report: The CEO gave the Board a summary of the recent Manager’s meeting report with updates from the KMPG consultant group’s Operational Review results, new template for Council reports, H & S update, Pay Equity report, new A/R collection policy, budget 2012 deadline and Town Christmas party & Health & Safety breakfast update.

l) TVO Screening – January 2012: The CEO updated the Board on a recent TVO Regional Councillors meeting she attended in Toronto. The CEO advised the Board that TVO is a non-profit broadcasting corporation that has a lot to offer in the information and educational world. TVO compliments everything that we do in the library and is free to all Ontarians. The Board was asked if the library could try out a TVO premier screening, to be held in early January, where a TVO documentary, not yet released on TV, would be offered in the library one evening as an exclusive viewing. Then the guests can go forth and tell their friends about it and when it will be premiering on TV and how much they enjoyed it. The Board approved.

6. CORRESPONDENCE (IN):

- a) M.I.C.s Activities Co-Coordinator Request
- b) Ontario Junior Citizen of the Year Awards
- c) Regional Maple Leaf Communications – “Drug Facts for Young People” book.

CORRESPONDENCE (OUT): None

7. IN-CAMERA: CEO’s Contract

Time: 9:25 pm

Moved: C. Chenier

Seconded: D. Ivall

OUT-OF-CAMERA:

Time: 9:42 pm

Moved: T. Ulvstal

Seconded: C. Bernard

8. FUTURE AGENDA ITEMS:

9. NEXT MEETING: Wednesday, December 14th, 2011 at 6:00 pm to 8 pm.

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10. ADJOURNMENT: Meeting was adjourned at 9:45 pm

Moved by T. Ulvstal

Seconded by D. Ivall

CARRIED

Signed: _____
Thomas Ulvstal, Chair

Date: _____

Signed: _____
Christina Noël-Blazecka, CEO/Secretary

Date: _____