

Cochrane Public Library Board
April 2022
Board Meeting Minutes

Meeting of the Cochrane Public Library Board held on **April 26th, 2022**

1. OPENING PROCEDURES

- (a) Call to Order **Time: 3:37 p.m.**
- (b) Attendance: In-Person –C. Noël-Blazeka. Via ZOOM – C. Chenier, K. Johnson, C. Wisemen, R. Hutchinson, E. Kolomeitz
- (c) Remarks from Chair: Welcome to Robert Hutchinson, our new Council Representative!

2. AGENDA

- (a) Additions: NB d) Valuing Northern Libraries Toolkit e) Rayo Franco Flag and f) Fire Plan. In camera - Personnel issue
 - Deletions:
 - Modifications:
- (b) Conflict of Interest: None
- (c) Acceptance of Agenda as amended

Moved: K. Johnson

Seconded: C. Wiseman

Carried: Yes

3. COMMENTS/PRESENTATIONS FROM THE PUBLIC: None.

4. STANDING ITEMS:

BOARD MINUTES FOR APPROVAL:

- a) Minutes of November 25th, 2021
 - Moved: C. Chenier** **Seconded: E. Kolomeitz** **Carried: Yes**
- b) Minutes of January 26th, 2022
 - Moved: C. Chenier** **Seconded: E. Kolomeitz** **Carried: Yes**
- c) Minutes of March 22nd, 2022
 - Moved: C. Chenier** **Seconded: E. Kolomeitz** **Carried: Yes**

BUSINESS ARISING:

- i) Library Strategic Plan** – Deferred. CEO to contact OLS for support to assist us. This will be scheduled as a stand-alone meeting. Board members are asked to submit their thoughts/ideas and suggestions before the meeting is set.
- ii) Library and Municipal MOU** – Was re-sent to the A/CAO in hopes of renewing the discussion. Some changes will be made to the draft and re-sent to Monika in hopes of setting up a time to discuss.
- iii) 2021 Budget Review** – Financials for 2021 have yet to be confirmed by the municipality. Christina discussed there are still some invoices yet to be received for building costs that will make a difference in our bottom line.
- iv) 2022 Budget** – The finance committee met on April 12th for a budget review. As negotiations have yet to be commenced, the board is not yet in a position to know how much of a wage increase, if any, will need to be applied to the budget including a retroactive amount to January 2022. Christina canvassed with the board the idea of re-opening Wednesday evenings.

v) Janitorial Services – The janitor has been working without a contract. The board has seen significant savings in reducing the amount of time the janitor spends cleaning the building per week. Christina will inquire with the municipality if a request for proposal is required.

NEW BUSINESS:

a) Newly Appointed Council Representative – Resolution #122-2022 was appoints Robert Hutchinson to the library board as Council Representative. Welcome, Bob!

b) National Truth and Reconciliation Day – The library honoured September 30th Truth and Reconciliation Day last year. The board will await the completion of negotiations in case the holiday is added to the current list of staff holidays in the Collective Agreement.

c) Provincial Elections and Public Libraries – Information was shared with the board about use of board resources for municipal elections. Christina will work with the sample received and draft something for the Cochrane Public Library.

d) Valuing Northern Libraries Toolkit – Information purposes. Economic value of funds invested in Northern Ontario Public Libraries. Was previously presented to counsel prior to COVID-19. This is being updated and will now be applied to the whole province rather than just Northern Ontario.

e) Rayo Franco Flag – Permission was sought to put up the Franco flag in front of the library. It has not been passed yet.

f) Fire Plan – DelNite attended at the library in March 2022. The Fire Inspector from the town visited as well in the month of March 2022. The library's fire plan is outdated, and some suggestions were received by the inspector. Christina will work on some updated wording to the plan and will share with the board.

POLICIES & BY-LAW REVIEW:

i) Town's New Recruitment & Selection Policy – Deferred to May.

ii) Management Employment & Agreement & Benefit Plan Changes – Deferred to May.

iii) Political Elections Policy – Already discussed in NB c)

iv) Library Room Use Policy – Some amended wording to include all users to follow public health guidelines.

Motion 2022-05: To amend the wording of the FAC-02 Policy to include “under guidelines for room use, all local public health unit guidelines and recommendations are to be followed for public safety”.

Moved: R. Hutchinson

Seconded: E. Kolomeitz

Carried: Yes

5. REPORTS:

a) Librarian/CEO's Report – February and March reports were reviewed. Circulation statistics were discussed. New membership cards were high, mostly due to the collaboration with the Polar Bear Habitat. Juvenile section numbers were high.

b) OH&S Report – Nothing to report.

c) Financial Reports – 2022 Budget Meeting

- Treasurer's Report – Reviewed.
- Monthly Financial Summary – Reviewed.
- Invoices for Review: None.

f) Committee Reports:

Financial Meeting: 2022 Budget Meeting Report

Human Resources Committee: Negotiation review meeting to be determined.

Ad Hoc Gallery Committee: None

Ad Hoc Archives Committee: None

Ad Hoc Fundraising Committee: No Report

h) Motions passed electronically: None

6. CORRESPONDENCE (IN):

a) None

CORRESPONDENCE (OUT):

a) None

7. IN-CAMERA: Personnel and patron issue

Time In: 4:17 p.m.

OUT-OF CAMERA:

Time Out: 4:37 p.m.

8. Future Agenda Items:

9. Next Meeting Date: Tuesday May 24th 3:00 p.m. to 5:00 p.m.

10. Adjournment: Time: 4:39 p.m.

Moved: R. Hutchinson

Seconded: C. Chenier

Carried: Yes

Signed: _____

Chantal Chenier, Chairperson

Date: _____

Signed: _____

Christina Noël-Blazecka, CEO/Secretary/Treasurer

Date: _____