



# Cochrane Public Library Board January 2022 Board Meeting Minutes

Meeting of the Cochrane Public Library Board held on **January 25<sup>th</sup>, 2022**

---

## 1. OPENING PROCEDURES

- (a) Call to Order **Time: 3:03 p.m.**
- (b) Attendance: In-Person – E. Kolomeitz, J. Horne. Via ZOOM – C. Chenier, K. Johnson, C. Wisement, J. Tallman
- (c) Remarks from Chair: Welcome, everyone and happy new year!

## 2. AGENDA

- (a) Additions: Correspondence received from the schools  
Deletions:  
Modifications:
- (b) Conflict of Interest
- (c) Acceptance of Agenda as amended

**Moved: J. Tallman**

**Seconded: E. Kolomeitz**

**Carried: Yes**

## 3. COMMENTS/PRESENTATIONS FROM THE PUBLIC: None.

## 4. STANDING ITEMS/BUSINESS ARISING:

- a) Approval of Minutes – October 28<sup>th</sup>, 2021 and November 25<sup>th</sup>, 2021

**Moved: K. Johnson**

**Seconded: C. Wiseman**

**Carried: Yes**

### b) Business arising from the previous minutes:

**i) Library & Town MOU** – Chantal updated the board that we are still awaiting input from Darren, the town's CAO. It was confirmed that expenditures for the building will be covered by the municipality. Chantal will inquire with the municipality about an update on where the MOU is at.

**ii) 2022 Budget** – Chantal and Kathy attended council's budget meeting with respect to the library. Some comments and questions were made from Councillor O'Connor on this year's proposed budget. The treasurer, in her presentation to council, is recommending no cut to the library budget for 2022 in addition to no increase for cost of living/inflation. The budget was not passed and the board is waiting for direction from council. Chantal will inquire with the municipality about the appointment of a Council Representative for the Library Board in addition to an update on the library's 2022 budget.

**iii) Fine Free Libraries/ATM** – Jessica presented to the board the idea of the "Fine Free" library movement that some other libraries have adopted. Jessica advises based on the last few months, there have been very little fines collected. A "trial" period was discussed as an option to provide some data about how much in donations we would actually receive in lieu of fines. Should the board adopt a "Fine Free Library" it would make sense to sell the ATM.

**Motion 2022-01:** To approve a trial period where the library will eliminate collecting fines for overdue materials, to be reviewed again in September 2022.

**Moved: J. Tallman                      Seconded: E. Kolomeitz                      Carried: Yes**

**Motion 2022-02:** To approve the sale of the ATM machine.

**Moved: C. Chenier                      Seconded: K. Johnson                      Carried: Yes**

**iv) Municipal Exclusions** – This was raised at the October meeting after concerns that the library could no longer access services of the HR manager. Councillor Hutchinson posed the question at our budget meeting and it was confirmed that yes, the library can indeed access the services of the HR manager. Kathy and Chantal met with Emad, Darren and Mayor Clement and requests for HR services for the library will be filtered through the board on an ongoing basis.

**c) Policy & By-Law Review** – None.

**d) Librarian's Report** – November and December 2021. The people counter is malfunctioning and “people counter stats” are skewed. Replacements have been priced out.

**Motion 2022-03:** To purchase a replacement people counter, not to exceed the amount of \$500.

**Moved: E. Kolomeitz                      Seconded: C. Wiseman                      Carried: Yes**

Archives Live Sessions on Facebook have been popular. Jason Douma and Jason Boyer have been added to the building's emergency call out list. There is an interest to reinstate the Reading Buddies program but virtually at this time. For in person programming, the board will revisit the issue next month to see where the province is at in terms of public health guidelines.

**e) OH&S Report** – November and December 2021. The back door to the library is frozen and Jessica has called Jason Douma to come and look at it. Since Beatrice's retirement, the library currently has no trained worker representative. Ardis has volunteered and training dates have been confirmed.

**f) Financial Reports** – November and December 2021

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

**g) Committee Reports:**

Financial Meeting: None

Human Resources Committee: None

Ad Hoc Gallery Committee: None

Ad Hoc Archives Committee: None

Ad Hoc Fundraising Committee: No Report

**h) Motions passed electronically:** None

**5. NEW BUSINESS:**

**a) Workplace Harassment Seminar** - Chantal advised the board that the Municipality hosted this workshop and extended the invitation to library staff and board. Jessica, Ardis and Hilary participated and Chantal participated on behalf of the board. Very informative and interactive workshop.

**b) COVID-19 Protocols** – In December as Ontario moved into a modified stage 2 of the province’s re-opening plan, the board decided to remain open to the public but with limited capacity. Signage was put in place, plexiglass is set up for staff serving patrons, curbside remained available to patrons and all programming returned to fully virtual. The board discussed continuing as is until further direction is received from the province.

-A staff member advised Chantal that a particular patron is not complying with the masking policy, as noted in the signage posted in the library. Jessica presented some information from other libraries on how this is being addressed. Staff are to ask for compliance and if patrons choose not to comply, curbside is available for them.

**c) CO-OP Student** – Jessica advised that a request received from Nouveau Regard to have a COOP placement grade 12 student. It would commence mid-February for a few hours Monday to Friday until the end of the school year. The board discussed and agreed.

**d) OLA Super Conference (virtual)** – Commences on February 1<sup>st</sup> for several days. Jessica had won an attendance paid for the 2020 super conference which they will honour for this conference. Board members can participate at no cost. Board sessions are slated for Saturday February 5<sup>th</sup> if there are any board members that are interested in participating. Board members can register through the main OLA website.

**e) Hiring of Casuals** – The library is still able to operate with the number of casuals on hand.

**f) Health and Safety** – Discussed under Occupational, Health and Safety Report.

**6. CORRESPONDENCE (IN):**

**a)** Letter from Nouveau Regard – Daxon Genier recipient of library bursary

**b)** Letter from Cochrane High School - Aviana Perrault recipient of library bursary

**c)** Letter of thanks from Aviana Perrault

**CORRESPONDENCE (OUT):**

**a)** None

**7. IN-CAMERA: HR Matters**

**Time In:** 4:49 p.m.

**OUT-OF CAMERA:**

**Time Out:** 4:59 p.m.

**Motion #2022-04** to approve assigning Ardis to the applicable level of salary in accordance with her current position and level of seniority. This is retroactive to her date of assignment to the position, August 23<sup>rd</sup>, 2021.

**Moved:** C. Chenier

**Seconded:** J. Tallman

**Carried:** Yes

**8. Future Agenda Items:**

**9. Next Meeting Date:** Tuesday March 1<sup>st</sup>, 2022 3:00 p.m. to 5:00 p.m.

**10. Adjournment: Time:** 5:05 p.m.

**Moved:** K. Johnson

**Seconded:** E. Kolomeitz

**Carried:** Yes

Signed: \_\_\_\_\_

Chantal Chenier, Chairperson

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Jessica Horne, A-CEO/Secretary/Treasurer

Date: \_\_\_\_\_