

Cochrane Public Library Board
March 2022
Board Meeting Minutes

Meeting of the Cochrane Public Library Board held on **March 22nd, 2022**

1. OPENING PROCEDURES

- (a) Call to Order **Time: 3:07 p.m.**
- (b) Attendance: In-Person – E. Kolomeitz, C. Noël-Blazecka. Via ZOOM – C. Chenier, K. Johnson, C. Wisemen, J. Tallman
- (c) Remarks from Chair: Welcome, everyone and very much looking forward to spring!

2. AGENDA

- (a) Additions: NB e) HR support
Deletions:
Modifications:
- (b) Conflict of Interest: None
- (c) Acceptance of Agenda as amended

Moved: J. Tallman

Seconded: K. Johnson

Carried: Yes

3. COMMENTS/PRESENTATIONS FROM THE PUBLIC: None.

4. STANDING ITEMS/BUSINESS ARISING:

BUSINESS ARISING:

- i) Library Strategic Plan** – Deferred. CEO to contact OLS for support to assist us.
- ii) Library and Municipal MOU** – Was re-sent to the A/CAO in hopes of renewing the discussion. Monika has reached back out and we are hopeful to resume discussions in a few weeks. Christina discussed some wording that would benefit the budget in terms of increased cost of operating expenses.
- 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) Fine Free Libraries** – Christina updated the board on the “soft launch”. The library will start spreading the news on social media on how we are removing barriers for patrons to access library services.
- v) ATM Machine** – The library will canvass with the Tim Horton Events Centre to see if they are interested in purchasing the ATM.

NEW BUSINESS:

- a) Mask Mandate Lifting** – Christina advised that there have been no issues in the library since mask wearing is now discretionary. Staff are encouraged to self-monitoring before coming to work and to take a rapid antigen test should they not be feeling well.
- b) Lower-Level Opening** – MTO has contacted the library to resume the senior drive testing sessions. The Art Club has also put in a request to use the space. The rental policy wording will be sent to the board to review amending to include users to

follow public health guidelines when using the space.

c) 2022 Budget – Has been passed. The municipal contribution will remain at \$336,000 as it was last year.

d) Janitorial Services – Currently working without a contract. Services are currently three days per week and we are seeing savings with this current cleaning schedule. Christina will upload the current expired contract on Google Drive so the board can review and put forward a new contract in place.

e) Negotiations – The library is still waiting for the town to finish negotiations before commencing with CUPE on our negotiations. Christina updated the board that during a CUPE meeting, it was revealed that the library would be receiving HR support to assist in negotiations.

f) People Counter and Door Chimes – Electricity needs to be installed in the lobby for the people counter and door chime. Christina will seek pricing from a local electrician.

g) SEP Student Application – The library applied for a SEP student grant.

h) Workflow POS Feature – Point of sale has been set up and implemented. A report is run once a week and it's working out nicely.

5. STANDING ITEMS:

a) **Approval of Minutes** – January 25th, 2022 to be reviewed and approved by e-mail.

b) **Policy & By-Law Review**

I. **Town's New Recruitment & Selection Policy** – Deferred for discussion and decision.

II. **Management Employment Agreement & Benefit Plan Changes** – Implemented. Deferred for discussion.

c) **Librarian's Report** – A report will be available at the April board meeting.

d) **OH&S Report** – Nothing to report. Ardis is now trained as a JHSC member.

e) **Financial Reports** – March 2022

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

f) **Committee Reports:**

Financial Meeting: Tuesday April 5th 11:30 a.m. at the library.

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: None

Time In:

OUT-OF CAMERA:

Time Out:

8. Future Agenda Items: Library strategic plan, MOU, 2022 Budget

9. Next Meeting Date: Tuesday April 26th, 2022 3:00 p.m. to 5:00 p.m.

10. Adjournment: Time: 4:15 p.m.

Moved: K. Johnson

Seconded: E. Kolomeitz

Carried: Yes

Signed: _____ Date: _____
Chantal Chenier, Chairperson

Signed: _____ Date: _____
Christina Noël-Blazecka, CEO/Secretary/Treasurer