

Cochrane Public Library Board
November 2022
Board Meeting Minutes

Meeting of the Cochrane Public Library Board held on **November 24th, 2022**

1. OPENING PROCEDURES

- (a) Call to Order **Time: 3:07 p.m.**
- (b) Attendance: In-Person – C. Noël-Blazecka, E. Kolomeitz. Via ZOOM – C. Chenier, C. Wiseman
- (c) Remarks from Chair: Welcome, everyone!

2. AGENDA

- (a) Additions:
Deletions:
Modifications: Remove correspondence out
- (b) Conflict of Interest: None
- (c) Acceptance of Agenda as amended

Moved: C. Chenier

Seconded: C. Wiseman

Carried: Yes

3. COMMENTS/PRESENTATIONS FROM THE PUBLIC: None.

4. STANDING ITEMS:

BOARD MINUTES FOR APPROVAL:

- a) Minutes of October 27th, 2022

Moved: C. Chenier

Seconded: C. Wiseman

Carried: Yes

BUSINESS ARISING:

- i) Library Strategic Plan** – Will be deferred. Learn HQ content is recommended for the board to review over the next few weeks. Will need full board participation.
- ii) MOU Between Library & Municipality** – Still awaiting a response from CAO. Christina has asked Monika for a meeting to discuss. Will be deferred.
- iii) Fine Free Evaluation** – OLS ran a report on fines that would have been imposed on outdated material. Grand total \$675.20 from February of 2022 until October 2022 of “would be” fines. Christina noted that the library has seen the return of some patrons after we went “fine free”.

NEW BUSINESS:

- i. Board appointments** – France Bouvier will be the new Council Representative for the Library Board. Current library board members will have to fill out an application form to continue serving on the board.
- ii. OMERS Pension Plan Changes** – January 1st non-full-time employee’s hours will now be eligible and be counted as pensionable hours. This will include students.
- iii. FOPL Data Dashboard** – Federation of Ontario Public Libraries has put together a data dashboard as a resource for libraries. Specifically, it takes data from the ministry site that get plugged into the variable you choose to compare. The Data Dashboard provides the calculations and comparisons for libraries. This is still a work in progress.

- iv. **E-Resources** – Discussed for 2023. The library will purchase Ancestry Library Edition and Creative Bug.

POLICIES & BY-LAW REVIEW:

- i) **Management Employment Agreement** – We are still waiting on information from the municipality with respect to the wording changes of the benefit plan for managers. The town's new HR manager has been hired. Will be deferred.
- ii) **Emergency Plan** – In progress. There is quite a significant amount of information to organize and pull together to update the library's plan.

5. REPORTS:

- a) **Librarian/CEO's Report** – October 2022 report reviewed and noted. Acquisitions and circulation details to highlight were added to this report. The new people counter has arrived. The previous one we purchased and had installed worked for two days and then died. We are trying to get reimbursed for it. Invigilation requests are starting again at the library.
- b) **OH&S Report** – October 2022 reviewed and noted. The smell in the lower level needs further investigation as the odour is strong and foul at times. Water and sewer department has been called when the smell picks up in the lower level of the building.
- c) **Financial Reports** –
 - a. Review prices for copies due to increased cost of paper. Details to follow.
 - b. Hip Pocket Ledger – October provided for discussion.
 - i. Francophone funding – balance of \$8,043.87.
 - ii. Term deposit renewal
 - c. Monthly Fines & Fees Ledger
 - d. Invoices were reviewed.

f) Committee Reports:

Financial Meeting: To be set if required.

Human Resources Committee: Meeting date for continued negotiations to be set. Holiday Saturdays were discussed as Christmas Eve and New Years Eve fall on Saturdays this year. Christina will check to see which casuals would be available to work should the board wish to remain open.

Ad Hoc Gallery Committee: None

Ad Hoc Archives Committee: None

Ad Hoc Fundraising Committee: None

- h) **Motions passed electronically:** None

6. CORRESPONDENCE (IN):

- a) **Whitehots** – Donation for 35-year anniversary Michelle Obama's new book "The Light We Carry"
- b) **FOPL** – Copy of letter FOPL and OLA sent to Ministry of Municipal Affairs and Housing RE: Strong Mayor, Building Homes Act, 2022 into effect. Attached.

CORRESPONDENCE (OUT):

- 7. **IN-CAMERA:** Personnel training
Time in: 4:16 p.m.

OUT-OF CAMERA:
Time out: 4:31 p.m.

- 8. **Future Agenda Items:** Library Strategic Plan, Library and MOU, FOPL Data Dashboard

- 9. **Next Meeting Date:** Thursday December 15th 3:00 p.m. to 5:00 p.m.

- 10. **Adjournment: Time:** 4:35 p.m.

Moved: E. Kolomeitz

Seconded: C. Wiseman

Carried: Yes

Signed: _____
Chantal Chenier, Chairperson

Date: _____

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

Date: _____