



Cochrane Public Library Board October 2022 Board Meeting Minutes

Meeting of the Cochrane Public Library Board held on **October 27th, 2022**

1. OPENING PROCEDURES

(a) Call to Order **Time: 3:18 p.m.**

(b) Attendance: In-Person – C. Noël-Blazecka Via ZOOM – C. Chenier, J. Tallman, C. Wiseman, R. Hutchinson

(c) Remarks from Chair: Welcome, everyone! Hope everyone is enjoying this nice and sunny fall weather.

2. AGENDA

(a) Additions: 5 c) e) Francophone student funding; Correspondence (IN) – library board application.

Deletions:

Modifications:

(b) Conflict of Interest: None

(c) Acceptance of Agenda as amended

Moved: C. Chenier

Seconded: J. Tallman

Carried: Yes

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

4. STANDING ITEMS:

BOARD MINUTES FOR APPROVAL:

a) Minutes of June 30th, 2022 as amended

Moved: C. Chenier

Seconded: C. Wiseman

Carried: Yes

BUSINESS ARISING:

i) Library Strategic Plan – Learn HQ content is recommended for the board to review over the next few weeks. Will be deferred.

ii) Library and Municipal MOU – Still awaiting a response from CAO. Christina has asked Monika for a meeting to discuss. Will be deferred.

iii) Fine Free Evaluation – A review was conducted and so far, it's being well received. No issues with materials not being returned. Christina will provide a further update to the board at the November meeting.

NEW BUSINESS:

a) Staff Resignation – Hillary, our program coordinator has resigned from the library. The position has been posted both internally and externally and will be closing next week. Christina also updated the board on the hiring of more casual staff as applications have been received.

b) Board Appointments – Library Board applications will be requested from current Board Trustees wanting to continue sitting on the library board for the next term.

POLICIES & BY-LAW REVIEW:

- i) **Management Employment Agreement & Benefit Plan Changes** – We are still waiting on information from the municipality with respect to the wording changes of the benefit plan for managers. Will be deferred.
- ii) **Emergency Plan** – Is a work in progress. There is quite a significant amount of information to organize and pull together to draft the library's plan.
- iii) **Dress Code** – Christina highlighted changes to this policy to reflect the changes recommended to this policy that the board discussed. Board approved.

5. REPORTS:

- a) **Librarian/CEO's Report** – Summer and September 2022 reviewed and noted. Some changes noted in collection statistics that the board noted. Please send quarterly report to council on behalf of the board.
- b) **OH&S Report** – Summer and September 2022 reviewed and noted. The smell in the lower level needs further investigation as the odour is strong and foul at times.
- c) **Financial Reports** –
 - I. Need review prices for copies due to increased cost of paper. Details to follow.
 - II. CTS Internet services are now free for the library. Savings \$660 annually.
 - III. Yellow Pages listings have been cancelled. Savings of \$652 annually.
 - IV. Increase in Ontario Library Services Fees - By \$615.54. This amount is based on a census of population.
 - V. Francophone student funding. \$13,230 in funding received.
 - i. Hip Pocket Ledger – September to be forwarded when ready.
 - ii. Monthly Financial Summary – Will be forwarded when ready.
 - iii. 2022 Budget Forecast – Monika reached out to Chantal and Christina for the 2022 budget. The board will be in a better position to confirm once negotiations have been concluded and we know what wage increases.

f) Committee Reports:

Financial Meeting: Meeting date to be set as required.

Human Resources Committee: Meeting date for continued negotiations to be set mid-November.

Ad Hoc Gallery Committee: None

Ad Hoc Archives Committee: None

Ad Hoc Fundraising Committee: No Report

- h) **Motions passed electronically:** Motion #2022–10 Hiring of Library Casual Clerk; Motion #2022-11 Hiring of a Program Services Coordinator

6. CORRESPONDENCE (IN):

- a) Library Board Application – received by the municipality.

CORRESPONDENCE (OUT):

- a) Letters to casual
- b) Letter to CTS

c) Letter of recommendation to council for library board applicant.

Motion #2022-12 for recommendation to council to accept Ms. H. Cochrane as a Library Board Trustee to the Cochrane Public Library Board.

Moved: R. Hutchinson

Seconded: J. Tallman

Carried: Yes

7. **IN-CAMERA:**

8. **Future Agenda Items:** Library Strategic Plan, Library and MOU, Fine Free Evaluation

9. **Next Meeting Date:** Thursday November 24th 3:00 p.m. to 5:00 p.m.

10. **Adjournment: Time:** 4:25 p.m.

Moved: R. Hutchinson

Seconded: C. Wiseman

Carried: Yes

Signed: _____
Chantal Chenier, Chairperson

Date: _____

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

Date: _____