

Cobourg Public Library Board
Minutes
January 19, 2011
7:30 p.m. Rotary Room

Board: Councillor Donna Todd, Councillor John Davison, Patricia Fenner, Kevin Caldwell, Pat McCourt, Jennifer Gillard, Bradley Pickering, Leslie Gottlieb, Christine Sharp

Staff: C. Lindsay, CEO, H. Viscount, Manager Access Services, Jocelyn Maclean, Administrative Assistant

1. Call to order (CEO presided)

The meeting was called to order at 7:34 p.m. A quorum was established.

2. Election of Chair (CEO presided)

J. Gillard nominated P. Fenner as chair of the board. P. Fenner accepted the nomination.

J. Davison nominated P. McCourt as chair of the board. P. McCourt declined the nomination.

No other nominations were made.

C. Lindsay declared P. Fenner the chair of the board for 2011.

3. Election of Vice-Chair (New Chair presided)

P. McCourt nominated K. Caldwell as vice chair of the board. K. Caldwell accepted the nomination.

No other nominations were made.

P. Fenner declared K. Caldwell as vice chair of the board for 2011.

4. Appointment of Secretary and Treasury of Board

Motion from P. McCourt to appoint C. Lindsay as secretary-treasurer of the board.

In accordance with the provisions of the Ontario Public Libraries Act, be it resolved that Charmaine Lindsay, CEO of the Cobourg Public Library, be appointed to serve as Secretary-Treasurer of the Cobourg Public Library Board for the term 2011—2015.

Moved by P. McCourt. All in favour. Carried.

5. CEO Presentation on Board Governance

C. Lindsay explained the general roles and responsibilities of the CPL Board.

A video, *John Carver on Governance (658.422 Joh VC)*, and book, *Boards That Make a Difference: A New Design for Leadership in Non Profit and Public Organizations (658.422 Car)*, are available in the library for board members who are interested in learning more about the Carver model of governance.

6. Approval of the agenda

Moved by P. McCourt, seconded by L. Gottlieb, that the Agenda be approved as presented. Carried

7. Declaration of conflict of interest

None declared.

8. Consent Agenda Items

- a) Minutes from meeting of November 17, 2010
- b) CEO's Report
- c) December Financials
C. Lindsay: A much more complete 2010 year end statement will be available at the next meeting of the board in February.
- d) Year-End Statistics
C. Lindsay predicted some improvement with new membership numbers with the addition of ebooks and audiobooks. Circulation numbers were a little flat, with the exception of Hamilton Township. Usage of online tools (databases and websites) increased 50 per cent over last year.

Moved by J. Gillard, seconded by K. Caldwell, that the Consent Agenda be accepted as presented. Carried.

9. Business Arising

9.1 Draft Budget

An original version of the budget which was approved November 17, 2010 was circulated with the Board packages prior to the meeting.. This budget noted an operating surplus of \$44 359. This budget surplus was inaccurate, as it included the HST refund amounts. The HST refund amounts are ineligible to be included as part of the operating surplus.

The actual operating surplus is \$20,000.

Two new versions of the draft budget were circulated at the meeting, both updated on January 19, 2011.

Discussion ensued over the two versions.

Moved by L. Gottlieb, seconded by P. McCourt, to present Version One of the revised budget, with a 6.7 per cent increase, to the Town of Cobourg for approval. Carried.

The discussion moved to the topic of a contingency fund.

Currently the budget line for a contingency fund is set at 0. The CFO of the town would like to have the contingency fund included as an operating expense, which would increase the budget by an additional \$15,000.

The consensus from the board is that the building maintenance is the Town's responsibility, because the Library is a Town building.

J. Davison suggested a letter be sent to the Town of Cobourg suggesting that funds be set aside for contingency maintenance of the building.

Moved by J. Davison, seconded by P. McCourt, that a letter be drafted to the Town of Cobourg requesting that a contingency fund for the Library be established within their budget Carried.

Capital Budget Requests

C. Lindsay proposed that the board ask the Town of Cobourg to set aside \$25,000 per year for four years to purchase an integrated library cataloguing system. The current system, Horizon, was installed in 2004 and will be supported for the immediate future. The system will need to be replaced within five years.

C. Lindsay proposed that the board ask the Town of Cobourg to set aside \$25,000 per year for two years to replace the carpets in the Library. The original carpets are still in place, and have held up well over the past 15 years. However there could be health and safety concerns if the carpets are not replaced within two to three years.

Moved by D. Todd, seconded by P. McCourt, that the capital budget requests be brought to the Town of Cobourg. Carried.

10. New Business

10.1 Internal Monitoring Report – Compensation and Benefits Policy

Moved by K. Caldwell, seconded by B. Pickering, that each member of the Board in attendance has reviewed the *Compensation and Benefits Policy* Monitoring Report and found that it conforms with Board policy. Carried.

10.2 Report on FOPL proposed funding model

The Province of Ontario has not adjusted the Public Library Operating Grant since 1996 to consider changes in population since that time.

Currently the CPL receives \$27,939 per year, and Hamilton Township receives \$19,180 per year.

The Federation of Ontario Public Libraries (FOPL) is proposing a change to the funding model that would increase the annual funding envelope for libraries from the Province from \$18.7 million to \$43.9 million by 2013/14.

This increase would mean the amount allotted to Cobourg would be \$50,988, and to Hamilton Township \$35,222.

C. Lindsay proposed that the CPL Board write a letter in support of the proposal, indicating that the additional funds allocated to Cobourg be used to meet the new proposed requirements of the government's accessibility standards under the Accessibility for Ontarians with Disabilities Act.

Moved by D. Todd, seconded by K. Caldwell, that a letter be drafted on behalf of Cobourg, in support of the FOPL's proposal to change the funding model of the Public Library Operating Grant. Carried.

10.2 Contract with Hamilton Township

C. Lindsay shared with the board that the contract with Hamilton Township will be renegotiated this year. A copy of the current contract was included in the board policy manual cds the board received in orientation.

The contract was originally set to expire on December 31, 2010, but was extended until December 31, 2011 because of the election in 2010.

This issue will come forward again in the coming months.

10.3 Attendance at Ontario Library Association Conference February 2-5, 2011

OLA has a conference in February each year which is a great way for libraries in smaller places to obtain professional development, networking, etc. The focus this year is on Library trustees. There will be lots of sessions about strategic planning, board governance, demographics (baby boomers), etc.

All board members who are interested in attending should let C. Lindsay know.

P. Fenner will forward more information about the conference to all board members.

10.4 Group photo

There will be a group photo at the next board meeting, February 16, 2011.

10.5 Board meeting day, time and place

No change was made to the meeting schedule.

11. Adjournment

Moved by D. Todd, seconded by J. Gillard, to adjourn the meeting at 10:00 p.m.

Next meeting: Wednesday February 16, 2011 @ 7:30 p.m. in the Rotary Room

Cobourg Public Library Board
Minutes
February 16, 2011
7:30 p.m. Rotary Room

Board: Councillor Donna Todd, Councillor John Davison, Patricia Fenner, Kevin Caldwell, Pat McCourt, Jennifer Gillard, Bradley Pickering, Christine Sharp

Staff: C. Lindsay, CEO, H. Viscount, Manager Access Services, Jocelyn Maclean, Administrative Assistant

Regrets: Leslie Gottlieb

1. Call to order
The meeting was called to order at 7:32 p.m. A quorum was established.
2. Approval of the agenda
The agenda was amended to include item 7.3.1, *Motion to request that Hamilton Township forward all Development Charges funds designated for the Library's collection to the Library.*

Moved by D. Todd, seconded by C. Sharp, that the Agenda be approved as amended. Carried.
3. CEO Presentation on Legal Responsibilities of Board Members
C. Lindsay explained the basic Legal Responsibilities of Board Members, including potential liability issues. Administrative policies are in place to address liability issues.
4. Declaration of conflict of interest
None declared.
5. Consent Agenda Items
 - a) Minutes from meeting of January 19, 2010
 - b) CEO's Report
 - c) December 2010 Financials; January 2011 Financials
December 2010 financials will be circulated once the auditor's report is complete.

Moved by P. McCourt, seconded by J. Davison, that the Consent Agenda be accepted as amended. Carried.

6. Business Arising
 - 6.1 Budget
C. Lindsay and P. Fenner presented the draft operating budget that the Board approved at January's meeting, to the Town of Cobourg's budget review committee today.
The Committee recommended that the budget go ahead, with one amendment. The suggested change was to reduce the amount requested for hydro by the amount of the 10% rebate the Library will receive. This reduced the budget request by \$2000.

The Town has also recommended that the Library's capital requests be reduced this year, and amended in future years to make up for the shortfall.

The Library requested \$25,000 each year for the next two years for the replacement of carpets. The Town has agreed to set aside \$12,500 this year, \$25,000 next year, and \$12,500 in the third year, for the carpet replacement.

The Library also requested that \$25,000 each year for the next four years be set aside for the replacement of the ILS. The Town agreed to set aside \$12,500 this year, \$25,000 each year for the second and third years, and \$37,500 in the fourth year for this capital cost.

Additionally, \$15,000 was added to the Library's capital budget as a contingency fund to pay for major repairs and replacement of equipment.

Moved by P. McCourt, seconded by J. Davison, to approve the draft operating budget, and capital requests, as amended. Carried.

6.2 Contract with Hamilton Township

Moved by K. Caldwell, seconded by D. Todd, to request that the CEO present the history and process of negotiations for the contract between the Cobourg Public Library, and Hamilton Township, at the next meeting. Carried.

7. New Business

7.1 Internal Monitoring Report – *Emergency Executive Succession Policy*

Moved by C. Sharp, seconded by J. Gillard, that each member of the Board in attendance has reviewed the *Emergency Executive Succession Policy* Monitoring Report and found that it conforms with Board policy. Carried.

7.2 Establishment of Board Policy Committee

C. Sharp and P. McCourt have agreed to sit on the Board Policy Committee with the Board Chair, P. Fenner, and CEO C. Lindsay.

7.3 Motion to request that the Town of Cobourg forward all Development Charges funds designated for the Library's collection to the Library.

Moved by P. McCourt, seconded by B. Pickering, to request that the Town of Cobourg forward all Development Charges funds collected for the Collection to the Library. Carried.

7.3.1 Motion to request that Hamilton Township forward all Development Charges funds designated for the Library's collection to the Library.

Moved by J. Davison, seconded by D. Todd, to request that Hamilton Township forward all Development Charges funds collected for the Collection to the Library. Carried.

7.4 Report from CEO on Information Technology

There has not been much investment in new technology in a number of years, many items have not been replaced since 2004. There is not currently a process by which equipment is replaced. Usually items are replaced out of necessity, not as planned purchases.

Moved by P. McCourt, seconded by K. Caldwell, that a request be made to the Foundation for funds necessary to cover the cost of a study to research the requirements of current and future Information Technology needs. Carried.

Moved by J. Davison, seconded by D. Todd, to allow the CEO to issue a RFQ to hire a consultant to assess the requirements of current and future Information Technology needs of the Cobourg Public Library. Carried.

Moved by P. McCourt, seconded by B. Pickering, to use \$5000 of donated funds to replace staff computers immediately. Carried.

7.5 Submission to Cobourg Council regarding Town of Cobourg Strategic Plan

C. Lindsay has compiled a list of possible ways the Library can assist the town in meeting the goals of its strategic plan. D. Todd will take this list to the Town's strategic planning meeting on Friday, February 18. D. Todd requests that any additions be sent to her by Friday.

7.6 Request for Board Member to sit on Library's Volunteer of the Year Award Committee
K. Caldwell has volunteered to represent the Board on the selection committee.

8. Adjournment
The adjourned at 9:19 p.m.

Next meeting: March 16, 2011 at 7:30 p.m. Location to be determined.

Cobourg Public Library Board
Minutes
March 23, 2011
7:30 p.m. Rotary Room

Board: Councillor Donna Todd, Councillor John Davison, Patricia Fenner, Kevin Caldwell, Jennifer Gillard, Bradley Pickering, Christine Sharp

Staff: C. Lindsay, CEO, H. Viscount, Manager Access Services, Jocelyn Maclean, Administrative Assistant, Pat Lewis, Bookkeeper

Regrets: Pat McCourt

Guest: Pat Lewis

1. Call to order
The meeting was called to order at 7:30 p.m. A quorum was established.
2. Approval of the agenda
The agenda was amended to move item 6.3 *Audit* forward to follow the *Consent Agenda Items*. Also *Volunteer of the Year* was added under Business Arising. Moved by D. Todd, seconded by B. Pickering, that the Agenda be approved as amended. Carried.
3. Declaration of conflict of interest
None declared.
4. Consent Agenda Items
 - i. Minutes from meeting of February 16, 2011
No change to the presented document.
 - ii. CEO's Report
An addition from the Children's Department:
407 children attended March Break programs, including 91 in Bewdley and Gore's Landing. These figures are up from last year, and more on par with the regular March Break attendance numbers from years prior to 2010.
 - iii. December 2010 Financials; February 2011 Financials
December 2010
These figures have been adjusted to the figures from the audit.
The anticipated operating surplus was \$20,000, and is actually \$23,514
February 2011
One difference on the balance sheet is that the books and periodicals have been recorded as assets. This change has come as a result of new legislation.

Moved by J. Davison, seconded by D. Todd, that the Consent Agenda be accepted as amended. Carried.
5. Audit
Pat Lewis, bookkeeper, and C. Lindsay presented the audited statements.
Points of interest:
Page 8 – Deferred revenue appears to be a large amount, \$50,000. This includes donations given with the instruction that they are to be spent at the discretion of the CEO.
Page 9 – Item 8, Accumulated Surplus
 - Tangible capital assets refers to the collection.
 - The operating surplus for 2010 is \$23,415.
 - The \$25,415 in the Contingency Reserve refers to unrestricted donations.
Moved by J. Gillard, seconded by C. Sharp, to approve the signing of the 2010 audited statements. Carried.

6. Business Arising

i. Budget

P. Fenner and C. Lindsay addressed questions about the budget at a budget meeting at Cobourg Council on March 17, 2011.

As a result of this discussion, C. Lindsay is working with Town Staff to determine who pays for what, in terms of building maintenance and landscaping.

D. Todd confirmed that the town budget was not approved as expected on March 21, as more public input is needed.

The budget will be presented for approval on April 4, 2011.

One major change to the budgeting process is that the Town is proposing moving to a three-year budget cycle with budget approvals being expected by December 31.

Thus the budget cycle will have to begin earlier than in the past.

ii. Contract with Hamilton Township

C. Lindsay presented a report on the history of contracts negotiated with Hamilton Township.

A letter from the CEO, on behalf of the Board, will be sent to Hamilton Township, to open contract negotiations.

Moved by B. Pickering, seconded by K. Caldwell, to have the CEO draft a letter to Hamilton Township in order to open contract negotiations. Carried.

iii. Development Charges

C. Lindsay did forward the motion to the Town of Cobourg requesting that development charges for collections be released to the Library. The Town sent \$32,500 in development funds to go towards the collection. This is down from the amount received last year.

Hamilton Township was contacted regarding development charges, but C. Lindsay was informed by CAO Betty McIntosh that development charges collected by Hamilton Township do not include a provision for collections.

iv. Information Technology

Upgrades to the wireless and wiring system for internet access have increased capacities at the Library.

An upgrade to a fibre optic cable for internet access will not cost anything additional for equipment, or in the monthly internet bill. Making the change to fibre optic will increase capacity quite a bit.

C. Lindsay did research to locate an IT consultant. She found that only two consultants in Ontario specialize in Library systems.

C. Lindsay and H. Viscount visited Belleville to discuss joining a consortium with Belleville and Quinte. They found that it would take 12 to 18 months to get started with the system.

Joining this consortium at this time is inadvisable, in the considered opinion of C. Lindsay and H. Viscount. There is an immediate need to replace the CPL's current system. Servers have a projected life of about five years, the servers in use at the CPL are seven years old.

There is also an opportunity to join the Ontario Library Service North consortium. This option would also take time to arrange, and there are a number of other factors to consider. These factors are:"

-- Joining the service would be quite costly at \$17,000. The service would be less expensive in later years.

-- The OLSN service uses Symphony, a system that is very different from Horizon, what the CPL currently uses. Our whole system will need to be migrated to Symphony, something that has not yet been done by the OLSN.

-- All staff would require training for the new system. Costs for the training itself is included in the initial \$17,000, but that does not pay for staff time.

-- The reporting system is different, and would also need to be learned.

-- The servers are located in Toronto, and have a two-hour window for resetting, should something go awry. Currently the servers are onsite, and reset within a few minutes when something goes wrong.

-- The debt collect service that the CPL currently uses may not be compatible with Symphony. If it is not, that would mean much more staff time would go into maintaining patron accounts.

Purchasing servers, at a cost of approximately \$15,000, would give the CPL time to thoroughly research options for replacement. This is the recommendation of C. Lindsay and H. Viscount to the Board. By purchasing our own servers, the option of starting our own consortium for shared cost and service, is available.

C. Lindsay will be forwarding a proposal to the Foundation on March 28 for replacing much of the current IT system. This would include the cost of replacing servers, new staff work stations, and upgraded public terminals.

Moved by C. Sharp, seconded by D. Todd, to rescind three motions from the February 16, 2011 meeting. The motions are as follows:

Moved by P. McCourt, seconded by K. Caldwell, that a request be made to the Foundation for funds necessary to cover the cost of a study to research the requirements of current and future Information Technology needs. Carried.

Moved by J. Davison, seconded by D. Todd, to allow the CEO to issue a RFQ to hire a consultant to assess the requirements of current and future Information Technology needs of the Cobourg Public Library. Carried.

Moved by P. McCourt, seconded by B. Pickering, to use \$5000 of donated funds to replace staff computers immediately. Carried.

Carried.

Moved by J. Davison, seconded by C. Sharp, to have the CEO prepare and present a proposal to the Cobourg and District Library Foundation with regards to the purchase of Information Technology equipment. Carried.

v. Cobourg Council Strategic Plan

There are several ways that the CPL can assist in meeting the Town of Cobourg's strategic planning objectives. A copy of the Town's strategic plan has been circulated to all Board members. The CEO will contact the CAO of Hamilton Township to obtain their strategic plan and forward to the Board for their consideration.

vi. Volunteer of the Year

Chris Worsnop is the recipient of the 2010 Margaret Preston Volunteer of the Year Award.

Chris has been presenting the Monday movie program, the 4M Club, since early 2007. Chris undertakes the planning of each event, including liaising with CPL staff to provide the film and other items for the program. Chris is also playing a vital role in approaching local high schools to partner with the Library to provide more arts programs for young adults. Chris has contributed over 200 hours of service in 2010, nearly three times the average

amount for most volunteers.

The award will be presented at the volunteer appreciation event in early April.

7. New Business

- i. Internal Monitoring Report – *Quarterly Monitoring Report on Executive Limitations: Communication and Counsel Policy*

Moved by B. Pickering, seconded by J. Davison, that each member of the Board in attendance has reviewed the *Quarterly Monitoring Report on Executive Limitations: Communication and Counsel Policy* report and found that it conforms to Board policy. Carried.

- ii. Internal Monitoring Report – *Annual Monitoring Report on Executive Limitations: Staff Treatment Policy*

Moved by K. Caldwell, seconded by C. Sharp, that each member of the Board in attendance has reviewed the *Annual Monitoring Report on Executive Limitations: Staff Treatment Policy* report and found that it conforms to Board Policy. Carried.

- iii. Board Terms of Reference for Cobourg Council
The terms of reference are not currently available. This item has been deferred to the next meeting in April.

- iv. Review of Policy 2.5 Annual Board Planning Cycle/Agenda Planning

Moved by C. Sharp, seconded by J. Davison, to accept policy *2.5 annual Board Planning Cycle/Agenda Planning* as amended. Carried.

- v. Cyclical Agenda

The agenda has been amended to more closely mimic the four year cycle of council, and the CPL Board.

The first year is mainly a review of each document for the Board's information, changes are more often made in the following three years of the agenda.

- vi. Donor Recognition Policy

Moved by J. Davison, seconded by J. Gillard, to accept the Donor Recognition Policy as amended. Carried.

- vii. Naming Policy

Consideration of the Naming Policy has been deferred to the April meeting. J. Gillard offered to inquire about the Northumberland Hills Hospital policy with respect to guarantees to donors of length of time of naming.

- viii. Board representative for Southern Ontario Library Service Trustee Council
Board members are encouraged to contact C. Lindsay if they are interested in representing the Board at the SOLS Trustee Council. The Trustee Council meets quarterly.

- ix. Overdrive Fee Schedule and changes to e-book purchasing

The Overdrive service is currently provided to the CPL free of charge. The funding for the database runs out on December 31, 2011. The Southern Ontario Library Service is estimating that the annual fee for CPL to continue with Overdrive would be \$4,000.

- x. Strategic Planning Cycle

Glenn McGlashon, head of planning for the Town of Cobourg is scheduled to come to speak at the next Board meeting.

C. Lindsay will be forwarding documents about strategic planning to Board members.

The timeline for the strategic plan has been reduced now that the budgets are expected three months sooner than in previous years.

- xi. C. Lindsay will be sending out RFQs from three different consultants who could facilitate the strategic planning sessions.

Planning sessions will be held in early June.

- xii. Intergenerational Technology Project
CAP students trained 123 people since December on e-book readers and other technology related issues.
One of our CAP students in charge of this project has left, and the second is scheduled to work until March 31.
C. Lindsay has proposed that the Board continue to fund the project until the end of May. This would allow the student time to set up a program where youth volunteers can provide technology training to the public, with a focus on our senior patrons. Once the program has been established, the volunteer coordinator can maintain the program.
The costs to extend the program are approximately \$3000. These funds may be reimbursed through the CAP program otherwise we will have to absorb them through the operating budget.

Moved by B. Pickering, seconded by D. Todd to continue the Intergenerational Technology Project. Carried.

- xiii. In Camera session

Moved by J. Davison, seconded by B. Pickering, to move In Camera. Carried.

Moved by J. Davison, seconded by B. Pickering, to move Ex Camera. Carried.

8. Other Business

- i. C. Sharpe asked if the amount of duplication of paper for Board documents could be reduced. C. Lindsay will investigate.
- ii. D. Todd reminded everyone that they and their families were invited to the special staff and volunteer event at the new Cobourg Community Centre on Wednesday, April 13, 2011 from 6:00 p.m. to 9:00 p.m.

9. Adjournment

The meeting adjourned at 10:05 p.m.

Next Meeting: April 20, 2011 at 7:30 p.m. in the Rotary Room

Cobourg Public Library Board
Minutes
April 20, 2011
7:30 p.m. Rotary Room

Board: Councillor Donna Todd, Patricia Fenner, Kevin Caldwell, Pat McCourt, Jennifer Gillard, Bradley Pickering, Christine Sharp

Staff: C. Lindsay, CEO, H. Viscount, Manager Access Services, Jocelyn Maclean, Administrative Assistant

Regrets: Councillor John Davison

Guest: Glenn McGlashon, Director of Planning and Development for the Town of Cobourg.

1) Call to order

The meeting was called to order at 7:30 p.m. A quorum was established.

2) Presentation by Glenn McGlashon, Director of Planning & Development Town of Cobourg

3) Approval of the agenda

The agenda was amended to include item 7.iv, a letter about CPL hours.

Moved by J. Gillard, seconded by K. Caldwell, that the Agenda be approved as amended. Carried.

4) Declaration of conflict of interest

None declared.

5) Consent Agenda Item

- a. Minutes from meeting of March 23, 2011
- b. CEO's Report
- c. March 2011 Financials

Moved by P. McCourt, seconded by D. Todd, that the Consent Agenda be accepted as presented. Carried.

6) Business Arising

i. Budget

The operating surplus is actually \$23,514. The additional \$3514 has been absorbed into the salary budget line.

Moved by P. McCourt, seconded by B. Pickering, to approve the 2011 operating budget as amended, absorbing additional operating surplus into the salary budget line. Carried.

ii. Contract with Hamilton Township

C. Lindsay has not yet received a response to the letter requesting that negotiations between the CPL and HT be opened.

Usage at the branches has been up tremendously this year over last year.

iii. Information Technology

The CPL received a cheque in the amount of \$50,065 for improving information technology for the Library.

The next step in replacing IT items is to obtain quotes from vendors, and acquire the necessary items.

The Foundation would like to have some recognition made in the memory of Agnes McNab, who made a sizable donation to the Foundation for the Library in her estate.

iv. Strategic Plan

The Essential Planning Day will be a one-day session held on June 4 at the Northumberland Hills Hospital education centre.

The document circulated to the Board gives an outline of how the day could be structured. If Board members have comments about the day, please share these with the CEO.

Senior staff will be included in the planning sessions.

v. Board Terms of Reference for Cobourg Council

Board Members who have feedback for the Terms of Reference should speak with C. Lindsay.

One change to the document is on page 3:

Staff

A board may appoint and remove such employees as it considers necessary, determine the terms of their employment, fix their remuneration, and prescribe their duties.

Under the Carver Model of Governance, the Board does not fulfill this role.

vi. Naming Policy

Moved by C. Sharp, seconded by P. McCourt, to approve the Naming Policy as amended. Carried

7) New Business

i. Internal Monitoring Report – Annual *Monitoring Report on Executive Limitations: Asset Protection Policy*

Moved by J. Gillard, seconded by K. Caldwell, that each member of the Board in attendance has reviewed the *Internal Monitoring Report on Executive Limitations: Asset Protection Policy* and found that it conforms to Board Policy. Carried.

ii. Review of Board Governance Policies: *Commitment to Governance Policy; Board Job Description Policy; Chairperson's Role Policy and Board Members' Code of Conduct Policy.*

Moved by C. Sharp, seconded by P. McCourt, to accept the *Commitment to Governance Policy; Board Job Description Policy; Chairperson's Role Policy; and Board Members' Code of Conduct Policy* as amended. Carried.

iii. Review of Health and Safety Policies

The CPL has been chosen to participate in the WSIB *Road to Zero* program.

An inspector will be onsite on May 27, 2011 to inspect the CPL for health and safety compliance.

Regulatory changes have increased the level of First Aid training required for the Library under the Occupational Health and Safety Act. As such, staff will be receiving full first aid and CPR training over a two-day course in May, 2011.

New first aid kits have been purchased and installed as a requirement of the new occupational health and safety classification.

Moved by C. Sharp, seconded by B. Pickering, to accept the Occupational Health and Safety Policy as amended. Carried.

Moved by K. Caldwell, seconded by B. Pickering, to accept the Health and Safety Program Workplace Violence Policy as amended. Carried

Moved by C. Sharp, seconded by P. McCourt, to accept the Health and Safety Program Harassment Policy as amended. Carried.

- iv. Letter to CPL regarding hours of opening.
D. Todd will forward the letter to C. Lindsay for review.

8) Adjournment

The meeting was adjourned at 9:52 p.m.

Next meeting: May 18, 2011 at 7:30 p.m. in the Rotary Room

Cobourg Public Library Board
Minutes
May 18, 2011
7:30 p.m. Rotary Room

Board: Councillor Donna Todd, Councillor John Davison, Patricia Fenner, Kevin Caldwell, Pat McCourt, Jennifer Gillard, Bradley Pickering, Christine Sharp, Gordon Berry

Staff: C. Lindsay, CEO, H. Viscount, Manager Access Services, Jocelyn Maclean, Administrative Assistant

Guest: Wendy Gibson, Economic Development Officer, Town of Cobourg

- 1) Call to order
The meeting was called to order at 7:32 p.m. A quorum was established.
- 2) Approval of the agenda
The agenda was amended to move item *6.1 Contract with Hamilton Township* to the *in camera* session.
Moved by P. McCourt, seconded by J. Gillard, that the Agenda be approved as amended. Carried.
- 3) Presentation by Wendy Gibson, Economic Development Officer, Town of Cobourg
- 4) Declaration of conflict of interest
None declared.
- 5) Consent Agenda Items
 - i) Minutes from meeting of April 20, 2011
 - ii) CEO's Report
 - iii) April 2011 Financials

Moved by J. Davison, seconded by C. Sharp, that the Consent Agenda be accepted as presented. Carried.
- 6) Business Arising
 - i) Information Technology
Funds have been received from the Foundation to purchase three servers, 12 staff computers, and 9 public access computers, along with all associated software and service. Quotes were obtained from three sources for the various different components. Microage, our current service provider had the lowest overall quote. Staff recommended that we purchase all equipment from Microage as they are familiar with the Library's current system which will likely save on installation and service costs.

In addition, we received a quote of \$5,150.00 from our current Integrated Library System provider, SirsiDynix to migrate their data to the new servers. Only SirsiDynix can do this work as they have proprietary rights over the system.

Moved by D. Todd, seconded by P. McCourt, the migration of the Horizon platform by SirsiDynix at a cost of \$5150.00. Carried

Moved by D. Todd, seconded by J. Davison, the use of MicroAge for the purchase of three servers, 12 staff computers, 9 public access computers, and necessary associated software and equipment. Carried.
 - ii) Strategic Plan
Peggy Malcolm from SOLS will facilitate the strategic planning session on June 4 at Northumberland Hills Hospital Community Education Centre from 10:00 a.m. to 3:30 p.m. Lunch will be provided.
C. Lindsay will be circulating information relevant to the session in the coming weeks. A user survey is currently circulating in hard copy at all branches, and online through the

CPL website, www.cobourg.library.on.ca.

A staff survey is also being circulated for input into the strategic plan.

- iii) Review of Health and Safety Policies: 6.1 Emergency Preparedness Policy; 6.2.11 Inspection from the Ministry of Labour Policy
The Joint Health and Safety Committee has been working diligently to update all relevant policies and procedures.

Moved by K. Caldwell, seconded by D. Todd, that Policy 6.1 *Emergency Preparedness Policy* be approved as amended. Carried.

Moved by P. McCourt, seconded by C. Sharp, that Policy 6.2.11 *Inspection from the Ministry of Labour Policy* be approved as amended. Carried.

7) New Business

- i) Knowledge Ontario

A report was circulated to the Board regarding Knowledge Ontario. Currently the CPL participates in OurOntario, a database of historical photos and articles that can be accessed via search engines. This is a very useful cultural resource, and sees over 17,000 visits each year.

Knowledge Ontario is asking for \$1800/year from the CPL to continue to host the OurOntario service. The figure pays for the cost of storing all of the materials on the KO servers. The CPL does not currently have the resources in terms of either equipment or staff time, to host the site itself. To have another company or organization provide a similar service would be significantly more costly.

Moved by G. Berry, seconded by J. Gillard, to approve spending \$900 to continue the use of the OurOntario website, provided by Knowledge Ontario, through to the end of 2011.
Carried.

- ii) Capacity Building Grant from the Province of Ontario

The CPL will receive approximately \$2000 for the Cobourg Branch, and approximately \$2500 for the Hamilton Township Branches for a capacity building grant from the province of Ontario.

There are a number of restrictions on how the funds can be spent, the main being that there must be a measureable improvement to services through the use of the money. The funds can be used for displays, or to approve accessibility, but are not limited to these areas. The funds will be received in July.

- iii) Review of Policy 2.4 Board Committee Principles and Structure

Moved by P. McCourt, seconded by C. Sharp, to approve *Policy 2.4 Board Committee Principles and Structure* as presented. Carried.

- iv) Review of Policy 2.7 Monitoring Governance Process

Moved by K. Caldwell, seconded by B. Pickering, to approve *Policy 2.7 Monitoring Governance Process* as presented. Carried.

- v) Dates of June and Summer Board Meetings

The June meeting will be moved from June 15 to June 22 to allow for more time to prepare the information coming from the strategic planning session for the Board.

The Board will meet in July, and will meet at the call of the Chair in August.

- 8) Moved by P. McCourt, seconded by C. Sharp, to move *in camera*. Carried.

Collective Agreement

Contract with Hamilton Township

Moved by D. Todd, seconded by P. McCourt, to move *ex camera*. Carried.

- 9) Adjournment

The meeting adjourned at 10:30 p.m.

The next meeting will be held on June 22, 2011 at 7:30 p.m. in the Rotary Room

Cobourg Public Library Board
Minutes
June 22, 2011
7:30 p.m. Rotary Room

Board: Councillor Donna Todd, Councillor John Davison, Patricia Fenner, Kevin Caldwell, Jennifer Gillard, Christine Sharp, Gordon Berry

Regrets: Brad Pickering, Pat McCourt, H. Viscount, Manager Access Services

Staff: C. Lindsay, CEO, Jocelyn Maclean, Administrative Assistant

1. Call to order

The meeting was called to order at 7:30 p.m. A quorum was established.

2. Approval of the agenda

The agenda was amended to add an item to New Business *7.2 School Libraries Discussion*. Moved by C. Sharp, seconded by G. Berry, that the Agenda be approved as amended. Carried.

3. Declaration of conflict of interest

None declared.

4. Consent Agenda Items

a. Minutes from meeting of May 18, 2011

b. CEO's Report

The 93% approval rating from an assessment performed by the Public Service Health and Safety Association is a 'tribute to staff at all levels.' (P. Fenner).

C. Lindsay is investigating a grant through the New Horizons for Seniors program to support the intergenerational IT project.

Lakefront Utilities is in the process of hiring an energy auditor for the Town. The auditor will inspect buildings and suggest changes that could save energy. The CPL will have access to the auditor.

c. May 2011 Financials

Under the operating expenses, the Health and Safety line is quite over the budgeted amount. This can be attributed to 18 staff receiving first aid training.

The Staff Training and Development line is also quite high. The CPL has paid out the funds for staff taking the Library Tech course through Mohawk College, and will be reimbursed through a grant that was approved in 2010.

On the Balance Sheet the HST amounts noted on the spreadsheet are amounts owed to the CPL from the government.

Moved by C. Sharp, seconded by D. Todd, that the Consent Agenda be accepted as presented. Carried.

5. Business Arising

a. Information Technology

The first phase of the IT project is now complete. Nine new public stations have been installed, much to the delight of our patrons. Staff have seen a decline in the amount of time spent troubleshooting computer problems.

On July 11 and 12 the two new servers for Horizon will be installed. There will be no catalogue functions available. Checkouts will be manual.

Some staff computers have been installed. The remaining computers will be installed once the Horizon update is complete.

The new network server installation has not been set yet, as it is not as impactful to operations as the other equipment upgrades.

A press release will be circulated on June 23 announcing the equipment upgrades and bequest from the Foundation and Agnes McNab.

b. Strategic Plan

Will we change mission statement now?

- i. Yes, but not a high priority. Board will be sending ideas based on the five themes to Charmaine in the next two weeks. Will discuss at July 13 meeting.
- ii. Five themes of mission: place, connection/community, personal growth, past and future, customer service
- iii. The term 'gateway' is preferred to 'open door' or 'portal'
- iv. Of the suggested mission statements, #1 'Your open door to exploration, communication and inspiration', is the closest to what the Board would like to see
- v. John mentioned that if #1, #2, #3 were blended then the statement would hit on every theme the board would like to have represented.
- vi. Question came up whether or not a mission statement is necessary. It is in this case, as it will lead the branding and marketing strategy of the CPL.
- vii. Board would like Peggy to write the document without the finalized mission statement – the Board will fill in later.

Strategic directions

- i) Do the themes reflect the direction you would like to go (e.g. technology, facilities, etc.)?
- ii) Some discussion about whether the strategic directions of Approach #1 were real directions or specific strategies/actions. Decision was that they were more like strategies to accomplish goals of Approach #2.
- iii) Decided to go with Approach #2 and fit the strategies/actions of Approach#1 into the structure of Approach #2
- iv) Strategic directions as identified by the Board: Capacity, Collaboration, Communication, Community (added community)

Timeline: Peggy to send draft back by July 4th.

Board will review draft at special meeting on July 13th at 7:30 p.m.

Board to send their own reworked versions of the Mission Statement to Charmaine in time for discussion at July 13th meeting

Draft plan to be passed at July 20th Board meeting

Draft plan to go to public for consultation following Board meeting

Changes considered based on public input at August 17th Board meeting

c. Capacity Building Grant from the Province of Ontario

The CPL received a total of \$4769 as part of the \$1.9 million granted to Ontario Public Libraries for capacity building grants. \$2235 was allotted for the Cobourg branch, and \$2534 was allotted for the Hamilton Township branches.

The user survey (May 2011) identified the Gore's Landing computer service as an area in need of improvement. H. Viscount suggested that these funds could be used to purchase two new computers for Gore's Landing, as well as a barcode scanner and receipt printer. The cost for all of this equipment would be approximately \$2300.

The Cobourg portion could be spent towards improving the Adult Literacy and English as a Second Language collections. Not only would this augment and update the collections, it would be a great opportunity for collaboration with local literacy groups who have recently received a boost in funding.

Moved by J. Gillard, seconded by K. Caldwell that the Capacity Building Grant from the Province of Ontario be used to purchase two new laptops, as well as a barcode scanner and receipt printer, for the Gore's Landing branch. The remaining funds will be used to improve the Adult Literacy collection. Carried.

d. Report on Collective Agreement (in camera)

Moved by J. Davison, seconded by G. Berry, to go *in camera*. Carried.

Moved by K. Caldwell, seconded by C. Sharp, to go *ex camera*. Carried.

6. New Business

a. Quarterly report from CEO on Communication and Counsel

CEO noted an error on page one under Policy Provision #1. The second sentence should read "According to the schedule for the submission of monitoring data for Executive Limitations, the following reports form part of the June 2011 agenda." Moved by C. Sharp, seconded by J. Davison, that each member of the Board in attendance has reviewed the *Communication and Council Policy* Monitoring report and found that it conforms with Board Policy. Carried.

b. School Libraries and the CPL Board response to policies

The Board will share an open letter with local media and the public library network to support school libraries. The Board was unanimous in its opinion that school libraries are a vital part of a child's education, and offer a service that is not exactly duplicated by public libraries.

7. Adjourned at 9:28 p.m.

Cobourg Public Library Board
Minutes
July 20, 2011
7:30 p.m. Rotary Room

Board: Councillor Donna Todd, Patricia Fenner, Kevin Caldwell, Pat McCourt, Jennifer Gillard, Brad Pickering, Christine Sharp, Gordon Berry

Regrets: John Davison

Staff: C. Lindsay, CEO, H. Viscount, Manager Access Services, Jocelyn Maclean, Administrative Assistant

1. Call to order
The meeting was called to order at 7:35 p.m. A quorum was established.
2. Approval of the agenda
The agenda was amended to add an item to Business Arising *6.4 Capacity Building Grant*, and an item to New Business *7.5 Flatscreen*.

Moved by P. McCourt, seconded by J. Gillard, that the Agenda be approved as amended.
Carried.

4. Declaration of conflict of interest
None declared.
5. Consent Agenda Items

- a) Minutes from meeting of June 22, 2011
- b) CEO's Report
 - Congratulations to H. Viscount quickly implementing much of the new IT equipment.
 - Development Charges – C. Lindsay is investigating the amount owed to the Town of Cobourg for when the CPL was built. It has been projected that the balance will not be paid through development funds for at least 10 more years.
- c) June 2011 Financials

Moved by C. Sharp, seconded by P. McCourt, that the Consent Agenda be accepted as presented. Carried.

6. Business Arising

6.1 Information Technology

- The network server will be installed on Thursday, July 28, 2011.
- All phases of the IT upgrade should be in place by the end of August
- H. Viscount is looking for a place to take the CRT monitors. There are about 20 monitors that are no longer needed in the library.
- H. Viscount is currently investigating equipment to limit the bandwidth use of wireless users.

6.2 Strategic Plan

- The current document will be approved pending changes, with a notation to include vision and values statements at a later time. A committee to create vision and value statements will be created at the August board meeting.

Moved by P. McCourt, seconded by B. Pickering, that the strategic planning document be approved once amendments have been reviewed by the CEO. Carried.

- Draft document to be posted on website, public consultation meetings will be held at 3 library locations the week of August 8th
- Message will be placed on patron checkout slips

- As part of the public consultation process, written, email and telephone comments will be accepted. A reminder for patrons to review the plan will be written on the check out slips, and an ad will be placed in the local newspaper letting people know that the document is available for review on our website.
- The board will discuss the input from the public at the next meeting, and will decide if any changes are required before proceeding with the plan.

6.3 School Libraries and CPL response to policies

-- P. Fenner drafted a letter to be sent to the local school boards. This letter will be circulated among board members for comment before it is sent.

6.4 Capacity Building

-- At the last meeting it was decided that some of the capacity building grant will be used to enhance the adult literacy and ESL collections.

-- C. Lindsay recommends the purchase of the LearningExpress Library database be made to enhance this area of service. The database provides resources for people at all grade levels, and at all education levels. Some of the featured areas include: applied math for industry workers, adult literacy materials, and practice tests.

-- The database will be purchased at a cost of \$2375 for a one-year licence.

7. New Business

7.1 Provincial Election Toolkit

-- C. Lindsay will edit the letter to council for word use and send to council by August 2, 2011.

-- The Make Your Vote Count document will be circulated at all three CPL branches in the second week of September.

-- The sample questions for an all-candidates meeting will be discussed at a Board meeting closer to when the all-candidates meeting is scheduled.

7.2 E-Books Fee

-- Provincial support for the Overdrive e-book service will cease at the end of 2011.

-- The fee schedule for the service, based on population and usage is \$3250

Moved by P. McCourt, seconded by G. Berry, to continue the Overdrive service for 2012. Carried.

7.3 Defibrillator

-- C. Lindsay is not optimistic that the town will fund a defibrillator for the Library. The police services board, for instance, is fundraising to have defibrillators placed in each of its squad cars.

-- D. Todd will look into funding options with the town.

7.4 Share Your Stories Budget

-- It has been suggested by the three people responsible for the Share Your Stories writing contest that it would have a better response if it was run in the fall, rather than the winter. Teachers have identified the fall as a better time for the program as well.

-- In order to make the change from fall to winter, this year's SYS budget will be over by \$2500. The contest is funded through donations, and there are funds to cover the amount currently.

Moved by C. Sharp, seconded by K. Caldwell, to approve an extra \$2500 for the 2011 Share Your Stories writing contest budget. Carried.

7.5 Flatscreen Television

-- C. Lindsay is exploring purchasing a flatscreen television to display in the library to promote library programs and services. Service Ontario has indicated that the CPL may use funds from them to make this purchase.

8. Adjourned at 9:45 p.m.

Cobourg Public Library Board
Minutes
August 17, 2011

Board: Councillor Donna Todd, Councillor John Davison, Patricia Fenner, Kevin Caldwell, Pat McCourt, Jennifer Gillard, Christine Sharp,

Staff: C. Lindsay, CEO, Jocelyn Maclean, Administrative Assistant

Regrets: Brad Pickering, Gordon Berry, H. Viscount Manager of Access Services

1. Call to order

The meeting was called to order at 7:33 p.m. A quorum was established.

2. Approval of the agenda

The agenda was amended to add an items to New Business *7.3 Letter to the Editor*.

Moved by J. Davison, seconded by P. McCourt, that the Agenda be approved as amended.
Carried.

4. Declaration of conflict of interest

None declared.

5. Consent Agenda Items

a) Minutes from meeting of July 20, 2011

b) CEO's Report

-- Public Library Operating Grant

C. Lindsay contacted the ministry and has determined that it is not necessary for the Hamilton Township contract to be renewed in order for the Township for receive the Public Library Operating Grant for 2011.

-- Plumbing

Ultra low-flow toilets are not designed for use in public areas. C. Lindsay will continue to look into toilets that use less water than the current models. J. Gillard and Councillor Davison said that they would make inquiries at the hospital and the Baltimore Community Centre to find out what models were used in those facilities.

-- Staff Fire drill

The staff fire drill went well, and identified a few areas in the procedures where improvement is necessary. A public drill will be held in September.

c) July 2011 Financials

Moved by P. McCourt, seconded by K. Caldwell, that the Consent Agenda be accepted as presented. Carried.

6. Business Arising

6.1 Information Technology Update

The last big piece of the IT upgrade was completed with the installation of the network server in late July.

There are four staff computers left to be installed, these should be completed in September.

6.2 Strategic Plan

The public consultation process (July 26 to August 15, 2011) generated feedback via phone, email and other written feedback.

The public consultation meetings generated a few themes, including increasing adult, senior, and young adult programs and the importance of maintaining the traditional collection while enhancing the electronic collection.

C. Lindsay will make changes to the plan, and bring it to the September board meeting for further discussion.

6.3 Provincial Election Toolkit

Cobourg Council approved resolutions and will sent to Lou Rinaldi and the Association of Municipalities of Ontario.

The packages for potential MPPs will be sent out next week.

The information for the public will be circulated during the first week of September.

The YMCA has asked the CPL to participate in partnership to hold an all candidates meeting. C. Lindsay will examine the agenda and format of the meeting and report to the board via email.

6.4 Defibrillator

D. Todd is currently pursuing having a defibrillator installed at the C. Gordon King Centre.

7. New Business

7.1 2012 Budget

Salaries, the largest consideration in the CPL budget, will be dependent on the union settlement. The OMERs contribution is increasing by a range of 1 to 2%.

7.2 Event to honour donation of Agnes McNab

A reception will be held on October 19, 2011 at 7:00 p.m., in honour of the generous bequest from Agnes McNab. The regular board meeting will follow the event.

7.3 Letter to the Editor

A letter by Simon Jensen of Cobourg ran in the August 16, 2011 edition of Northumberland today. C. Lindsay asked the board if a response should be made in the paper. The Board decided to leave the matter alone at this time.

8. Adjournment

Adjourned at 9:15 p.m.

Cobourg Public Library Board
MINUTES
September 21, 2011
7:30 p.m. Rotary Room

Board: Councillor Donna Todd, Councillor John Davison, Patricia Fenner, Kevin Caldwell, Jennifer Gillard, Brad Pickering, Christine Sharp, Gordon Berry

Staff: C. Lindsay, CEO, H. Viscount, Manager Access Services

Regrets: Pat McCourt, Jocelyn Maclean, Administrative Assistant

1. Call to order
The meeting was called to order at 7:33 p.m. A quorum was established.
2. Approval of the agenda
The agenda was amended to move item 6.5 *Budget* to the *in camera* session.
Further amendment to add item 6.5 *Letter to School Boards*

Moved by G. Berry, seconded by D. Todd, that the Agenda be approved as amended. Carried.
3. Declaration of conflict of interest
None declared.
4. Consent Agenda Items
 - a) Minutes from meeting of August 17, 2011
 - b) CEO's Report
 - C. Lindsay spoke about the Human Book project happening Saturday, October 1st
 - The public fire drill went well. The procedures will be revised and then submitted to the fire department
 - c) August 2011 Financials
 - C. Lindsay reported that the time of use meters may not be installed in the Library as we were told last fall by LUSI. She will investigate further as it has implications for the budget.
Moved by J. Davison, seconded by C. Sharp, that the Consent Agenda be accepted as presented. Carried.
6. Business Arising
 - 6.1 Information Technology Update
H. Viscount reported that all of the new computers and servers have been installed. The next step is to replace the majority of the CRT monitors throughout the building with the flat screens from the previous staff stations. Then the better staff stations will be reconfigured to become new OPAC or public machines.
 - 6.2 Strategic Plan
Staying in touch with the public was discussed, and the need to build the electronic distribution base was brought forward.
C. Lindsay will present the workplan at the October meeting.

Moved by K. Caldwell, seconded by C. Sharp to approve the Strategic Plan as amended.
 - 6.3 Provincial Election Toolkit
C. Lindsay reported that she has not received any replies from any of the candidates to the questionnaire that was sent.

6.4 Defibrillator

D. Todd will have a report on this item for the October meeting.

6.5 Letter to the School Board

P. Fenner distributed copies of the letter that was sent to public and separate school board chairs and directors of education as well as all candidates in the provincial election.

7. New Business

7.1 Quarterly CEO report on Communication and Counsel

Moved by B. Pickering, seconded by J. Gillard to accept the Quarterly CEO report on Communication and Counsel as presented.

Moved by J. Davison seconded by Donna Todd to move in camera at 8:11 p.m.

7.2 Contract with Hamilton Township (*in camera*)

7.3 Budget (*in camera*)

Moved by Kevin Caldwell, seconded by Donna Todd to move *ex camera* at 9:15 p.m.

Moved by Kevin Caldwell, seconded by Brad Pickering to approve version of operating budget that includes increase in staffing budget to backfill Manager of Public Services position with an amendment to increase adult programming budget to \$1,500.00

Moved by Donna Todd, seconded by Gordon Berry to add \$20,000 to capital budget request for furnace replacement for each of 2012, 2013 and 2014.

Moved by Donna Todd, seconded by Christine Sharp to maintain \$15,000 in capital budget per year for major repairs and maintenance.

8. Adjournment at 9:24 p.m.

**Cobourg Public Library Board
Minutes
October 19, 2011**

Board: Councillor Donna Todd, Patricia Fenner, Kevin Caldwell, Pat McCourt, Jennifer Gillard, Christine Sharp, Gordon Berry

Staff: C. Lindsay, CEO, H. Viscount, Manager Access Services, Jocelyn Maclean, Administrative Assistant

Regrets: Councillor John Davison, Brad Pickering

1. Call to order
The meeting was called to order at 7:55 p.m.
2. Approval of the agenda
Moved by P. McCourt, seconded by D. Todd, that the Agenda be approved as presented.
Carried.
4. Declaration of conflict of interest
None declared.
5. Consent Agenda Items
 - a) Minutes from meeting of September 21, 2011
 - b) CEO's Report
The visit from the Probus Club was a great launch to a partnership with the club, and for the communication goals of the strategic plan.
A staff appreciation breakfast will be held on November 9, board members are welcome to attend.
 - c) September 2011 Financials
There has been no new information from LUSI regarding the time of use hydro meters. The bookkeeper predicts we will spend approximately \$30,000 for the year for hydro, if the CPL is not switched to time of use.

Moved by D. Todd, seconded by C. Sharp, that the Consent Agenda be accepted as presented.
Carried.

6. Business Arising

6.1 Strategic Plan

Thank you to J. MacLean for formatting and making the plan more visually appealing. C. Lindsay and P. Fenner presented the plan to Cobourg Council on October 17th. Staff met with C. Lindsay to discuss the work plan. The work plan has been distributed to the Board members for review. The plan is a work in progress, and may be adjusted as time goes on. Further discussion of the work plan at the November Board meeting.

J. Gillard suggested making an inventory of current community engagement initiatives and identifying gaps.

D. Todd suggested coupling with the Town's communication plan and see how we can best use the Town of Cobourg's communication infrastructure. C. Lindsay said that she has already spoken to S. Peacock, CAO of the Town about integrating the Library's webpage with that of the Town.

The finalized Strategic Plan will be available on the website and sent to those patrons who participated in the consultation process.

6.2 Defibrillator

D. Todd has been pursuing the Heart and Stroke foundation to see if they might help with obtaining a defibrillator for the CPL. No connection has been made yet.

6.3 Budget

C. Lindsay suggests adding \$250 to the fine income line to balance the \$250 increase to the advertising expense budget.

Moved by D. Todd, seconded by P. McCourt, to amend the operating budget to increase the fine income line by \$250. Carried.

7. New Business

7.1 Annual Report on Protection of Services

C. Lindsay noted that the results of this report support the conclusions of the Strategic Plan. One area of great improvement is the home services program. Currently there are seven clients, and five volunteers. The number of volunteers is an amendment to the report, which stated that there are currently seven volunteers.

Moved by P. McCourt, seconded by J. Gillard, to accept the Annual Report on Protection of Services as amended. Carried.

7.2 Trustee Council Meetings

The next Trustee Council Meeting will be held on November 19 at 9:30 a.m. in Port Perry. A representative from the Board is required. Please let C. Lindsay know if you are interested in attending.

7.3 Library Holiday Closings for 2012

The proposed changes include closing on the Sunday of the Victoria Day weekend. D. Todd and P. McCourt have suggested the Library stay open for this Sunday and monitor patron use on this date.

D. Todd will investigate what the Town of Cobourg does for the holiday.

The Board will discuss the holiday closures at the November, 2011 meeting.

8. 8.1 Contract with Hamilton Township (in camera)

Moved by K. Caldwell, seconded by P. McCourt, to move *in camera*. Carried.

Moved by J. Gillard, seconded by K. Caldwell, to move *ex camera*. Carried.

9. Adjournment

The meeting adjourned at 10:15 p.m.

Cobourg Public Library Board
Minutes
November 16, 2011
7:30 p.m. Rotary Room

Board: Patricia Fenner, Jennifer Gillard, Brad Pickering, Christine Sharp, Gordon Berry

Staff: C. Lindsay, CEO, H. Viscount, Manager Access Services, J. Maclean, Administrative Assistant

Regrets: Councillor Donna Todd, Councillor John Davison, Kevin Caldwell, Pat McCourt

1. Call to order
The meeting was called to order at 7:36 p.m. A quorum was established.
2. Approval of the agenda
The agenda was amended to move 'Contract with Hamilton Township (in camera)' to Business Arising. Moved by J. Gillard, seconded by C. Sharp, that the Agenda be approved as amended. Carried.
3. Declaration of conflict of interest
None declared.
4. Consent Agenda Items
 - a) Minutes from meeting of October 19, 2011
 - b) CEO's Report
 - c) October 2011 FinancialsMoved by C. Sharp, seconded by G. Berry, that the Consent Agenda be accepted as presented. Carried.
5. Business Arising
 - 5.1 Contract with Hamilton Township (in camera)
Moved by C. Sharp, seconded by B. Pickering, to move *in camera*. Carried.

Moved by C. Sharp, seconded by G. Berry, to move *ex camera*. Carried.

Moved by J. Gillard, seconded by B. Pickering, to approve in principle the proposal submitted by Hamilton Township on November 15, 2011 as amended. The amendment is as follows:

Clause 2: "Township will be responsible for all marginal direct costs incurred by the Cobourg Public Library to operate the Bewdley and Gore's Landing branches. These costs include *but are not limited to:*"
 - 5.2 Strategic Plan
This item has been deferred to the December meeting.
 - 5.3 Defibrillator
The county is currently in the process of applying to the Heart and Stroke Foundation for the purchase of a defibrillator for seven public buildings, including the Cobourg Public Library.
 - 5.4 Budget
The Utilities-Hydro budget line is less than anticipated. Lakefront Utilities has confirmed that the library will not will not be put on time of use rates.
 - 5.5 Library Closings for 2012
The proposed closure on the Sunday before Victoria Day was removed. Usage will be monitored, and closures will be re-evaluated in 2012.

Moved by C. Sharp, seconded by B. Pickering, to approve the Library Closings for 2012 as presented. Carried.
6. New Business
 - 6.1 Accessibility for Ontarians with Disabilities Act
This item has been deferred to the December meeting.

6.2 Review of Board Policy 3.6 CEO Performance Appraisal Policy
Moved by G. Berry, seconded by B. Pickering, to accept Board Policy 3.6 *CEO Performance Appraisal Policy* as amended. Carried.

6.3 Appointment of CEO Performance Appraisal Committee
The committee will be comprised of P. Fenner, K. Caldwell and B. Pickering.

6.4 Review of Board Policy 3.1 Board-CEO Linkage
No change.

6.5 Review of Board Policy 3.2 Unity of Control
No change.

6.6 Review of Board Policy 3.3 Accountability of the CEO
No change.

6.7 Review of Board Policy 3.4 Delegation to the CEO
Small change to item 4: As long as the Board's *Ends* and *Executive Limitations* are clearly defined and Communicated to the CEO, *the* Board and its members will respect and support the CEO's choices.

6.8 Review of Board Policy 3.5 Monitoring Executive Performance
Changes have been made to have the policy conform with the Town of Cobourg budget timelines, to specify that the external financial condition report is completed by the Library's auditors, that the timing of the external review of the treatment of customers is at the discretion at the Board rather than every 3 years and that internal reports on the operational plan will be made to the Board by the CEO on a monthly basis.

6.9 Review of Board Cyclical Agenda
No changes.

6.10 Review of Board Policy 4.1 Ends Policy
The mission statement was updated.
The old mission statement became the mega ends policy.
Added `promote early literacy and school readiness` to the services the CPL provides.
Added `adults`, `children` and changed `leisure seekers` to `recreational users` to the list of target customers. Persons researching their family history was removed from the list as it was felt the term genealogists encompassed this category of customers.
The Third Level section was added to address the goals of the strategic plan.

Moved by J. Gillard, seconded by C. Sharp, to accept Board Policies

3.1 Board-CEO Linkage
3.2 Unity of Control
3.3 Accountability of the CEO
3.4 Delegation to the CEO
3.5 Monitoring Executive Performance
Board Cyclical Agenda
4.1 Ends Policy

as presented and amended. Carried.

7. Adjournment
The meeting adjourned at 9:06 p.m.

Cobourg Public Library Board
Minutes
December 14, 2011
7:30 p.m. Children's Program Room

Board: Councillor Donna Todd, Councillor John Davison, Patricia Fenner, Kevin Caldwell, Pat McCourt, Jennifer Gillard, Brad Pickering, Christine Sharp

Staff: C. Lindsay, CEO, Jocelyn Maclean, Administrative Assistant

Regrets: Gordon Berry, H. Viscount, Manager Access Services

1. Call to order
The meeting was called to order at 7:31 p.m. A quorum was established.
2. Approval of the agenda
The agenda was approved to add *School Libraries* under *New Business*

Moved by K. Caldwell, seconded by P. McCourt, that the Agenda be approved as amended. Carried.
3. Declaration of conflict of interest
None declared.
4. Consent Agenda Items
 - a. Minutes from meeting of November 16, 2011
 - b. CEO's Report
The Share Your Stories writing contest wrap-up on December 10 was an excellent event. The program was a great success, with high interest and high quality stories from students.
 - c. November 2011 Financials

Moved by J. Gillard, seconded by P. McCourt, that the Consented Agenda be accepted as presented. Carried.
5. Business Arising
 - 5.1 Strategic Plan
C. Lindsay circulated an updated work plan. The latest version of the plan has taken made the timelines for tasks more reasonable for staff by considering regular duties.

C. Lindsay was particularly concerned with the community partnership related tasks. J. Gillard recommended that rather than making a large goal for 2012, a survey of potential community partners be made. This is a smaller goal that will be useful in working towards creating more community partnerships.

C. Lindsay also suggested the work plan be added to the consent agenda so the Board is continually updated on the plan's progress.
 - 5.2 Defibrillator
D. Todd will follow up with the County EMS service and report back to the Board at the January meeting.
 - 5.3 Budget
The CPL/Town of Cobourg Council budget meeting has been put off for now. The meeting is anticipated in early 2012.
 - 5.4 Hamilton Township Contract
Hamilton Township Council has discussed the proposal from the CPL at their December 6 meeting. More information was requested and C. Lindsay will attend the January 17 meeting to provide more info and address concerns from the Council.

The current contract expires as of December 31. C. Lindsay will confirm with the Township that until a new contract is in place the status quo will be maintained.
6. New Business

6.1 Accessibility for Ontarians with Disabilities Act

C. Lindsay shared the SOLS document for the information of the Board. C. Lindsay will check with the fire department to see if the CPL's fire plan should be shared publicly. If the information should be shared publicly, it will have to be provided in accessible formats, as per the AODA document from SOLS.

6.2 Wording for John Elinsky Plaque

Moved by B. Pickering, seconded by J. Davison, to suggest the following wording to Mrs. Elinsky: *In memory of John Elinsky, whose caring friends and family chose to honour his giving nature with this reading table for the children of the Cobourg Public Library, March 2011.* Carried.

6.3 Development Charges

C. Lindsay attended a public meeting about Development Charges on December 12. A report on the Town of Cobourg development charges was released. This report states that there will be no increase to development charges for library facilities and collections, as the building the CPL is housed in is still considered overbuilt for the population.

It is projected that the current facility will be able to meet the needs of the population for 10 or more years into the future. Also, funds from the development charges will continue to be paid to the Town of Cobourg for the building the C. Gordon King Centre.

6.4 Transfer of Documents to Cobourg and District Historical Society Archives

The Archives has held some library documents on a long-term loan agreement. The Archives has requested that the CPL Board either donate the materials or remove them from storage in their facility. C. Lindsay recommends the items be donated to the Archives where they can be properly stored and maintained.

Moved by P. McCourt, seconded by J. Gillard, to donate library documents to the Cobourg and District Historical Society Archives. Carried.

6.5 Quarterly CEO Report on Communication and Counsel

Moved by B. Pickering, seconded by J. Davison, that each member of the Board in attendance has reviewed the *Quarterly Monitoring Report on Executive Limitations: Communication and Counsel Policy* report and found that it conforms to Board policy. Carried.

6.6 School Libraries

P. Fenner shared a letter from the Peterborough Victoria Northumberland and Clarington Catholic District School Board about school libraries.

6.7 Approval of pay scales for non-union staff (in camera)

6.8 CEO Performance Appraisal (in camera)

Moved by P. McCourt, seconded by B. Pickering to move *in camera*. Carried.

Moved by C. Sharp, seconded by P. McCourt, that the Board approve the pay scales for non-union staff as presented. Carried.

Moved by P. McCourt, seconded by J. Gillard, that the Board approve the non-union benefit package as presented. Carried.

Moved by K. Caldwell, seconded by B. Pickering, that the Board accept and approve the CEO Performance Appraisal Report as presented. Carried.

Moved by J. Gillard, seconded by C. Sharp, to move *ex camera*. Carried

7. Adjournment

The meeting adjourned at 9:30 p.m.