

Cobourg Public Library Board
Minutes
April 18th, 2018
7:00 p.m. Library Rotary Room

Board: Councillor Pat McCourt, Patricia Fenner, Kevin Caldwell, Jennifer Gillard, Brian Donaldson, Michael Kerr, Diana Cleland

Staff: T. Robinson, CEO, K. Davis, Manager of Public Services, H. Viscount, Manager Access Services, J. Gard, Administrative Assistant

Regrets: Councillor Suzanne Séguin, Pauline Janitch,

1. Call to Order

The meeting was called to order at 7:03 p.m. A quorum was established.

2. Approval of the Agenda

Moved by P. McCourt, seconded by J. Gillard, to approve the Agenda as amended with the additions of *Election*, and *AODA Books* in New Business. Carried.

3. Declaration of conflict of interest

None declared.

4. Standard Agenda Items

a) Minutes from meeting of March 21st, 2018

b) CEO's Report

c) March 2018 Financials

Moved by D. Cleland, seconded by P. McCourt, that the Standard Agenda Items be approved as presented. Carried.

5. Business Arising

i. Outdoor Furniture

The Town of Cobourg has approved a place for the tables to be installed, on the West side of the Library, just outside of the windows of the Reading Room.

The tables are unable to be installed directly in the ground, due to some concerns about the brickwork where the furniture will be laid. Each table is 660lbs, and each stool is 290lbs, so it is likely unnecessary to mount the furniture into the ground.

An advantage to not mounting the furniture is a cost savings of slightly less than 40% - a great deal less than the original price.

A plaque to recognize the major donors of the funds to purchase the furniture will be placed in an appropriate location on the furniture.

Moved by P. Fenner, seconded by D. Cleland, to approve the purchase of the concrete tables and chairs for use on the Library grounds, with donated funds. Carried.

ii. Meeting with MPP Lou Rinaldi

The initial meeting was not held, but the government has committed to put more funding into the Public Library Operating Grant in the way of focus on rural and Native libraries.

iii. Draft Surveys

The intention is to have different surveys with a few questions each, as well as a full online survey, paired with a weekly question for all users of the Library.

A non-user survey will be available for when the Library goes to outreach events, and targeted to different areas in the community.

Moved by J. Gillard, seconded by B. Donaldson, to approve the use of patron and non-patron surveys to gather information about the use of the Cobourg Public Library. Carried.

6.

7. New Business

i. Library Board Cyclical Agenda:

- Policy 6.1 Health & Safety
- Policy 6.5 Employee Safety Handbook

Moved by P. McCourt, seconded by M. Kerr, to approve policies *6.1 Health & Safety*, *6.5 Employee Safety Handbook* as presented. Carried

ii. Library Signage / Road Signage

T. Robinson will investigate placing a sign on the parking lot entrance in Cobourg, as well as the possibility of electronic signage.

P. McCourt will investigate signage to indicated where the Library branches are in Hamilton Township.

iii. Request for Funds

Moved by M. Kerr, seconded by D. Cleland, that the use of donated funds, a total of \$15,000, with \$10,000 for Library collections, \$3000 for DVDs and cases for the Fast Flicks collection, and \$2,000 for marketing and promotional items. Carried.

iv. Election

P. McCourt requested that Library staff and Board again send information about the Library to all candidates in the upcoming election.

v. AODA Books

P. McCourt has children's books concerning AODA and individuals for disabilities for Bewdley and Gores Landing.

8. Correspondence

None

9. In Camera

None.

10. Adjournment

The meeting adjourned at 8:00 p.m.