

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, January 25, 2023

7:00 p.m. in person and via zoom

1. Call to Order

Meeting called to order by Library CEO Rebecca Hunt at 7:00 p.m.

2. Roll Call

Present: Claire Hendrikx, Brigid Wilkinson, Melanie Ducharme, Erica Burkett, Nadia Pelletier-Lavigne, Joyce Elson and Library CEO Rebecca Hunt in person. Sara Bahm, Erin Little and Thomas McLean via Zoom.

Regrets: none

Members of the Public: 1 member arrived at 7:59 pm.

3. Election of officers:

There was one nomination for Brigid Wilkinson for Chair, and one nomination for Erin Little for Vice Chair

Brigid Wilkinson was elected by acclamation to the position of Chair.

The Chair was passed to Brigid Wilkinson.

Erin Little was elected by acclamation to the position of vice-chair.

4. Adoption of the Agenda

Motion #2023-1

Moved by: Melanie Ducharme

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board accepts the January 25, 2023 agenda as presented.

Carried.

5. Declaration of conflict of interest: None.

6. Adoption of the Minutes

Motion #2023-2

Moved by: Thomas McLean

Seconded by: Joyce Elson

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, October 26, 2022 as presented.

Carried.

7. Business arising from Minutes:

a. Community Fridge agreement. For information. The Board reviewed the agreement and the CEO updated the Board on the project.

8. Correspondence:

a. From Ontario Library Service. Re: Board Assembly Representative. A Board Representative will be appointed at the next meeting.

9. Secretary–Treasurer’s Report

Report, monthly financial statement and Scotiabank Statements included in the trustees’ information packet

Library CEO’s Report

January 11, 2023

Building: I have continued to do the Fire Safety checks on a monthly basis and report that I have completed them to the Fire Prevention Officer for the City.

The city has provided a carpet cleaner for the library and the janitor will be doing spot cleaning of a number of areas over the next few weeks.

CJTT Chats: I am continuing to do monthly CJTT chats to promote library programs. My next chat is on Wednesday, February 8.

Connectivity Fund Grant: I have submitted the application for the connectivity fund grant to cover the costs of our internet for 2023. We should receive our funding by early February.

IDA Ontario Grant: I have submitted the final report with proof of expenditures to IDA Ontario. They have indicated they will try to run the program again next year. If so, we are eligible to apply again.

Inter-Library Loan (ILL) program: During the absence of our ILL clerk another Library Clerk and the CEO have taken over ILL duties. We have limited the number of requests patrons can make to 1 at a time, and have started loaning books to other libraries again effective January 3. If it becomes too much we will suspend the service again.

Ontario Parks Day Pass Program: I filed the final report for the 2022 program and I submitted the 2023 application to the Ontario Parks Day Pass Lending Program in November. We received our new passes in early January and they are on the shelf for circulation.

OverDrive subscription: We have re-subscribed to OverDrive for 2023. The fee has increased by about 2% from 2022, but our circulations on OverDrive have increased by about 12.5% over this time last year so it is well worth the investment.

School Visits: Three French JK and SK classes from Ecole St. Michel came to the library for a tour, storytime and craft in November and December. We have a grade 4 class from New Liskeard Public School who is scheduling bi-weekly visits for the winter and spring to work on learning how to use the library to do research projects.

Timiskaming Health Unit Digital Divide Grant: I have submitted the final report for the THU Digital Divide grant. 41 community members benefitted from the program by checking out the portable wifi devices from August to October 2022.

Programs:

Family Literacy Week handouts—January 23-28

Afternoon Book Club—started on January 25

Family Fun Day—January 28

Blind Date with a Book—February 1-March 4

Valentine's Day craft—February 11

Lego Challenge—February 11

Saturday Storytime—January 25

Finances and Statistics

The Board reviewed the financial and statistical reports, including the Scotiabank Statements as provided by the CEO.

Motion #2023-3

Moved by: Nadia Pelletier-Lavigne

Seconded by: Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board accepts the January Secretary-Treasurer's report and Financial reports.

Carried.

10. Committee Reports:

- a. FINANCE AND PROPERTY: Nothing to report.
- b. PLANNING, POLICY, PERSONNEL AND PUBLICITY: Library CEO Performance Evaluation. The committee reported on the process.
- c. STRATEGIC PLANNING: Nothing to report.
- d. LIBRARY SERVICES: Nothing to report.

The Board will make appointments to the committees at the next meeting.

11. New Business:

- a. **Overview of Library Information 2023.** For information.
- b. **Library Board meeting schedule.** For discussion/information.
- c. **Report LIB-01-2023 OLA Superconference 2023 CEO attendance.**

Motion #2023-4

Moved by: Melanie Ducharme

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board accepts report LIB-01-2023 OLA Superconference 2023 CEO Attendance and approves sending Library CEO Rebecca Hunt to the Ontario Library Association 2023 Conference and Federation of Ontario Public Libraries Meeting in Toronto from January 31-February 4, 2023.

Carried.

d. Report LIB-02-2023 CFC Conference 2023 CEO attendance.

Motion #2023-5

Moved by: Thomas McLean

Seconded by: Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board accepts report LIB-02-2023 Community Foundations Canada Conference 2023 CEO Attendance and approves sending Library CEO Rebecca Hunt to the CFC 2023 Conference in Toronto from May 31-June 3, 2023.

Carried.

e. 2023 Draft 1 budget update. For information. The Board reviewed the draft budget, which has been presented to the City Treasurer, Director of Corporate Services and City Manager.

f. Conversation with Nina Wallace regarding TSPL memberships for Timiskaming First Nation and Kiwetin school community members. The CEO updated the Board on the conversation and opportunity for partnership.

12. Plan, Policy review and By-law review:

a. Facilities-6 Patron Exclusion and Appeal. Motion.

Motion #2023-6

Moved by: Claire Hendrikx

Seconded by: Erin Little

Be it resolved that the Temiskaming Shores Public Library Board accepts the Policy Patron Exclusion and Appeal as reviewed by the Board.

Carried.

13. Closed session

Motion #2023-7

Moved by: Claire Hendrikx

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board goes into closed session at 8:01 p.m. in regards to identifiable individuals.

Carried.

Motion #2023-8

Moved by: Claire Hendrikx

Seconded by: Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board rises from closed session at 8:54 p.m. with report.

Carried.

Motion #2023-9

Moved by: Claire Hendrikx

Seconded by: Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board accepts the closed session minutes of October 26, 2022.

Carried.

14. Adjournment

Adjournment by Brigid at 8:56 p.m.

Chair –