
Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, October 25, 2023

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

1. Call to Order

Meeting called to order by Library Board Chair Brigid Wilkinson at 6:59 p.m.

2. Roll Call

Present: Claire Hendrikx, Chair Brigid Wilkinson, Erica Burkett, Sarah Bahm and Library CEO Rebecca Hunt in person. Nadia Pelletier-Lavigne and Thomas McLean via zoom.

Regrets: Erin Little, Melanie Ducharme, Joyce Elson.

Members of the Public: 0

3. Adoption of the Agenda

Motion #2023-58

Moved by: Sarah Bahm

Seconded by: Claire Hendrikx

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

Carried.

Additions:

Correspondence b. From Haileybury Legion

Correspondence c. From the Ontario Library Association

Correspondence d. From the Ontario Library Service

Correspondence e. From TDSS

Correspondence f. From Johnathan Turner

4. Declaration of conflict of interest: None

5. Adoption of the Minutes

Motion #2023-59

Moved by: Claire Hendrikx

Seconded by: Erica Burkett

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, September 27, 2023 as presented.

Carried.

6. Business arising from Minutes:

a. Library Funding Resolution. The Board Chair updated the board on the presentation to council and Temiskaming Speaker article.

7. Correspondence:

a. From Federation of Ontario Public Libraries. Re: Updates and advocacy priorities.

b. From the Haileybury Legion. Re: Poppy Campaign. For discussion. The Board will purchase wreaths from both the Haileybury and New Liskeard Legions, as in the past. Sarah will attend the New Liskeard ceremony, and Nadia the Haileybury ceremony.

c. From Melanie Mills, President, Ontario Library Association. Re: Library Funding Resolution. For information.

d. From Mellissa D'Onofrio-Jones, CEO, Ontario Library Service. Re: Library Funding Resolution. For information.

e. From TDSS. Re: May Ball Bursary receipt and thank you. For information.

f. From Johnathan Turner. Re: Thank you for May Ball Bursary. For information.

8. Secretary–Treasurer’s Report

Report, workplace inspection reports, monthly financial statement and Scotiabank Statements included in the trustees’ information packet.

Library CEO’s Report

October 18, 2023

Building: Fire Safety checks are completed on a monthly basis and reported to the Fire Prevention Officer for the City. Workplace safety inspections are completed on a monthly basis by the Library’s Health and Safety Representative.

CJTT Chats: I am continuing to do the monthly CJTT chats. The next chat will be on November 7.

Grants: The application for the Public Library Operating Grant has been submitted.

Library Days at Queen’s Park: The planning for the advocacy days at Queen’s Park continues. I will be participating in a briefing session on November 7th. I will be attending the advocacy days from November 13-16.

Northern Lights Library Network: The group will meet on November 27 for a networking session.

Ontario Public Library Week: A few programs were held during Ontario Public Library week (October 16-21), including a Puzzle Swap and a Puzzle Contest. The theme this year is “Libraries for Life.” I did a short interview with CJTT on Monday, October 16 to kick off the week.

Pool Passes update: The pool pass program has been successful. The two passes have circulated a total 19 times from the library, and have been used by at least 70 people according to statistics sent from the PFC.

Proctoring Exams: Four exams have been proctored this month, three from Ontario Water—Wastewater Certification and one from MacEwan University.

Room rental: We have several groups renting the programming room for meetings and programs on a weekly basis.

Training: I am taking part in the Working Together: Engaging Faith and Belief at Work Certification being offered by the Chamber of Commerce and the Centre for Civic Religious Literacy. The course runs biweekly for until December one afternoon a week.

The new staff member has been trained on WHIMIS, AODA Customer Service Standards, and the Introduction to Public Libraries course from the Ontario Library Association. She already has her first aid certification.

Workplace Inspections: The First Aid training is still needed for several staff members. We will try to arrange training when possible.

Finances and Statistics

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

Motion #2023-60

Moved by: Nadia Pelletier-Lavigne

Seconded by: Sarah Bahm

Be it resolved that the Temiskaming Shores Public Library Board accepts the October Secretary-Treasurer's report, workplace inspection report and financial reports including Scotiabank statements.

Carried.

9. Committee Reports:

- a. Finance Committee: Nothing to report.
- b. Policy and Personnel Committee: Nothing to report.
- c. Strategic Planning Committee: Nothing to report.
- d. Library Services Committee: Schedule meeting. The CEO will send out a doodle poll to schedule a meeting.

10. New Business:

- a. **TSPL first draft 2024 budget.** Update. The Chair updated the Board on the meeting with city administration for the 2024 Draft #1 budget. The CEO will upload the 2024 Draft #2 budget by Friday, October 27.

11. Policy Review

a. Access-1 Accessibility in the Library. Review

Motion #2023-61

Moved by: Sarah Bahm

Seconded by: Nadia Pelletier-Lavigne

Be it resolved that the Temiskaming Shores Public Library Board accepts the Policy: Access-1 Accessibility in the Library Policy as amended by the Board.

Carried

b. Adv-1 Advocacy. Review.

12. Adjournment

Next meeting: Wednesday, November 22 at 7:00 at the library and zoom

Adjournment by Brigid at 7:29 p.m.

Chair –