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## Temiskaming Shores Public Library Board

### Meeting Minutes

Wednesday, October 26, 2022

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

#### 1. Call to Order

Meeting called to order by Chair Brigid Wilkinson at 7:00 p.m.

#### 2. Roll Call

Present: Claire Hendrikx, Chair Brigid Wilkinson, Jeff Laferriere, Erica Burkett, Joyce Elson and Library CEO Rebecca Hunt in person. Danny Whalen and Emily Kotalowski via Zoom.

Regrets: Thomas McLean, Sarah Bahm.

Members of the Public: 0

#### 3. Adoption of the Agenda

##### Motion #2022-63

**Moved by: Jeff Laferriere**

**Seconded by: Danny Whalen**

Be it resolved that the Temiskaming Shores Public Library Board accepts the October 26, 2022 agenda as amended.

**Carried.**

**Addition: Correspondence b.** From TDSS. Re: Thank you for May Ball Bursary and receipt.

**4. Declaration of conflict of interest: None**

**5. Adoption of the Minutes**

**Motion #2022-64**

**Moved by: Claire Hendrikx**

**Seconded by: Jeff Laferriere**

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, September 28, 2022 as presented.

**Carried.**

**6. Business arising from Minutes:** The CEO mentioned that there was no update on the Community Fridge project.

**7. Correspondence:**

**a.** From Jayden Horman, Student, ESCSM. Re: thank you for May Ball Bursary. For information.

**b.** From Temiskaming District Secondary School. Re: thank you for May Ball Bursary and receipt.

**8. Secretary–Treasurer’s Report**

Report and monthly financial report included in the trustees’ information packet

**Library CEO’s Report**

**October 18, 2022**

**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.

**CJTT Chats:** I am continuing to do monthly CJTT chats to promote library programs.

**Federation of Ontario Public Libraries board meetings:** The next meeting will be held on November 18 and I plan to attend, weather permitting. I will likely drive this time, as North Bay does not have a great flight schedule right now. FOPL will fund my travel and accommodations to attend. I also attended a strategic planning session for FOPL on October 18.

**Inter-Library Loans:** Because of staff shortages we have suspended Inter-Library Loans until November 18. If it is possible we will start up again before that time.

**Joint Automation Server Initiative Advisory Committee:** the committee met on September 21 to receive updates on the respectful indigenous subject heading project. Over 9000 records in our shared system have been updated with respectful subject headings at no cost to participating libraries.

**Ontario Public Library Week activities:** October 16-22 is Ontario Public Library Week. Library staff created a take away scavenger hunt in both languages for the week, and there is also a reading challenge in both languages for adults and children which we launched this week. The reading challenge finishes in December. As well, they created a stack of library items for patrons to guess the dollar value for a prize. The bookmarks we created for the grand opening were handed out, and colouring pages as well.

**Study and Programming Room use:** Study room bookings went up again in September, with 23 bookings for the month for an assortment of uses, from genealogy research to studying to small meetings and tutoring. The Programming Room was booked for paid meetings three times, and for one city committee meeting. The D&D groups continue to use the programming rooms to hold sessions, and the room was also used for library programs, gadget helper, tutoring and as a study space when the study room was booked.

**Typical Week:** Part of the annual survey process for the Ministry of Tourism, Culture and Sport is to collect data during a week between October 1-November 30 on statistics such as library visits, circulation data, reference transactions, technology help and other library transactions. We held our "typical week" during Ontario Public Library week, October 16-22. I file the data and then report it to the ministry on the annual survey in the spring.

**Volunteers:** We have had a few requests for high school students to volunteer at the library, and for the grade 7 & 8 confirmation students. Because of the training and supervision that is needed for the volunteers to have a good experience, I have told those inquiring that we have put our volunteer program on hold until we are fully staffed, and that it could be next year before we are able to consider reinstating that program. So far everyone has been understanding.

**Finances and Statistics**

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

**Motion #2022-65**

**Moved by: Claire Hendrikx**

**Seconded by: Danny Whalen**

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

**Carried.**

**9. Committee Reports:**

- a. FINANCE AND PROPERTY: Nothing to report.
- b. PLANNING, POLICY, PERSONNEL AND PUBLICITY: Nothing to report.
- c. STRATEGIC PLANNING: Nothing to report.
- d. LIBRARY SERVICES: Nothing to report.

**10. New Business:**

- a. Report LIB-06-2022 Library Holiday Hours. Motion.

**Motion #2022-66**

**Moved by: Claire Hendrikx**

**Seconded by: Danny Whalen**

Be it resolved that the Temiskaming Shores Public Library Board accepts the 2022 Holiday hours as outlined in Report LIB-06-2022.

**Carried.**

- b. Reapplication to the Library Board. Information on how to reapply.
- c. Library card order. Discussion, for information.

**11. Plan, Policy review and By-law review:**

- a. **Facilities-5 Art Displays and Exhibits policy.** Discussion. The Board asked the Policy Committee to review the policy and bring it back to a future meeting.
- b. **Facilities-6 Patron Code of Conduct.** Motion.

**Motion #2022-67**

**Moved by: Claire Hendrikx**

**Seconded by: Erica Burkett**

Be it resolved that the Temiskaming Shores Public Library Board accepts the Patron Code of Conduct policy as reviewed and amended by the Board.

**Carried.**

**12. Closed session**

**Motion #2022-68**

**Moved by: Jeff Laferriere**

**Seconded by: Joyce Elson**

Be it resolved that the Temiskaming Shores Public Library Board goes into closed session at 7:29 p.m. in regards to identifiable individuals.

**Carried.**

**Motion #2022-69**

**Moved by: Erica Burkett**

**Seconded by: Claire Hendrikx**

Be it resolved that the Temiskaming Shores Public Library Board rises from closed session at 7:45 p.m. with report.

**Carried.**

**Motion #2022-70**

**Moved by: Jeff Laferriere**

**Seconded by: Joyce Elson**

Be it resolved that the Temiskaming Shores Public Library Board accepts the closed session minutes of September 28, 2022.

**Carried.**

**13. Adjournment**

Adjournment by Brigid Wilkinson at 7:46 p.m.

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Chair –