

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, November 24, 2021

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, Jessica Cooper, Brigid Wilkinson, Danny Whalen and Library CEO Rebecca Hunt attended in-person. Brenda Morissette, Jeff Laferriere, Thomas McLean and Emily Kotalowski attended via Zoom.

Regrets: none.

Members of the Public: 0

3. Adoption of the Agenda

Motion #2021-58

Moved by: Jeff Laferriere

Seconded by: Danny Whalen

Be it resolved that the Temiskaming Shores Public Library Board accepts the November 24, 2021 agenda as presented.

Carried.

Addition: none

4. Declaration of conflict of interest: None

5. Adoption of the Minutes

Motion #2021-59

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, October 27, 2021 as presented.

Carried.

6. Business arising from Minutes

- a. Land acknowledgement—Defer until next meeting
- b. MOU with municipality review—Defer until next meeting

7. Correspondence:

- a. From Timiskaming Health Unit: news regarding capacity limits
- b. From Ontario Library Services: news regarding capacity limits

8. Secretary–Treasurer’s Report

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

Library CEO’s Report

November 15, 2021

Book Sales: The book sales are going well and we are making around \$55 a week for the two days the carts are out.

Budget: I have submitted draft two, with minor changes to the Northern College amount to include the full annual amount and the parking spaces, so an increase from \$17, 050 to \$18, 932. There will also be a slight change to the part-time student budget line with the anticipated minimum wage raise. I am working with the Treasurer to finalize the staffing spreadsheets but it will be around \$600 increase.

CJTT Chat: I was on the CJTT Morning Chat on October 27 and spoke a bit about the non-resident cards and library services. I will be on again on November 24 and will talk a bit about the contracting townships and that Hudson is reimbursing their residents for part of the cost of a library card. I will also promote the programming room that we can rent out to groups for meetings.

Community Fridge Committee: I have been contacted by the Community Fridge Committee and they would like to come to a board meeting to report again on some updated information they have and answer any questions the board may have. I have mentioned that they could come to the January meeting.

Connectivity Fund: I have applied to the Connectivity Fund to cover the costs of our internet connection for 2022. Applications are due on November 26, and we usually receive funding in late December or early January.

Contracting Township Presentations: The Board Chair, City Manager and I completed the presentations to the contracting township municipal councils on November 2 in Kerns, November 9 in Harley and November 10 in Casey. The presentations went well and it was a good opportunity to promote the library's services to the townships. There were quite a few questions and concerns about the percentage of township users of the library. I have a report in new business which suggests a way we might more easily track exactly who is using the library's services and where they are from by requiring a library membership for more of our services.

Northern Lights Library Network: I have cancelled the November 29 meeting but will reschedule for early Spring.

OverDrive: We have re-subscribed to the OverDrive consortia for 2022. Fees have increased a bit due to the addition of the OverDrive Magazines selections, but it will still be less than we paid for OverDrive and OverDrive Magazines last year.

Programming: Currently there is a Snow themed craft bag handout, and we are starting our "Pay it Forward: Send Christmas Cards to CAF Members" program, handing out the materials for children to make Christmas card to Canadian Armed Forces members overseas. We will also have a Christmas craft bag handout starting in early December.

Finances and Statistics

The Board reviewed the financial and statistical reports as provided by the CEO.

Motion #2021-60

Moved by: Jeff Laferriere

Seconded by: Jessica Cooper

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

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. Board Assemblies representative report: Emily Kotalowski. Emily reported on the information presented at the November Board Assemblies meeting.
- b. Report LIB-04-2021: Facilities Use membership category.

Motion #2021-61

Moved by: Jessica Cooper

Seconded by: Thomas McLean

Be it resolved that the Temiskaming Shores Public Library Board acknowledges receipt of Report LIB-04-2021 and creates a free Facilities Use membership category to facilitate the tracking of usage of library services other than circulation of materials and ebook use by non-residents of the City of

Temiskaming Shores or contracting townships who do not wish to purchase a full membership, and that the library's circulation policy Circ-2 Membership and Card Use be updated to reflect the change.

Carried.

c. Board meeting 2022 schedule.

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

a. None

12. Closed session

Motion #2021-62

Moved by: Danny Whalen

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board goes into closed session at 7:37 in regards to identifiable individuals.

Carried.

Motion #2021-63

Moved by: Claire Hendrikx

Seconded by: Jessica Cooper

Be it resolved that the Temiskaming Shores Public Library Board rises from closed session at 8:05 with report.

Carried.

Motion #2021-64

Moved by: Danny Whalen

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board accepts the closed session minutes of October 27, 2021.

Motion #2021-65

Moved by: Jessica Cooper

Seconded by: Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board acknowledges receipt of Report LIB-05-2021 and require that all eligible attendees, including patrons and staff, of programs and events held in the library's spaces show proof of COVID-19 full vaccination, and that the library's COVID-19 Operating Framework and Safety Plan be updated to reflect this change.

Carried.

13. Adjournment

Adjournment by Brigid Wilkinson at 8:06 p.m.

Chair –