

Temiskaming Shores Public Library Board

Meeting Minutes
Wednesday, February 15, 2017
7:00 p.m. at the Haileybury Branch

1. Call to Order

Meeting called to order by Chair Donald Bisson at 7:00 p.m.

2. Roll Call

Present: Donald Bisson, Danny Whalen, Robert Dodge, Brenda Morissette, Jeff Laferriere, Roger Oblin and CEO/Head Librarian Rebecca Hunt

Members of the Public: 0

3. Adoption of the Agenda

Moved by: Jeff Laferriere

Seconded by: Robert Dodge

Be it resolved that the Temiskaming Shores Public Library Board accepts the agenda as amended.

Carried.

Additions:

Correspondence c. : From Karin Ptok: Thank you

New Business c. : Committee appointments/changes

New Business d. : Report LIB 004-2017 Digital Creator North area at New Liskeard

4. Adoption of the Minutes

Moved by: Jeff Laferriere

Seconded by: Roger Oblin

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, January 18, 2017 meeting as presented.

Carried.

5. Business arising from Minutes

- a. The Board Chair inquired if the Friends of the Library bank account had been closed. The CEO confirmed that it had, and that the tax forms have just been received.
- b. Brenda Morissette asked about the snowshoe and walking pole lending programs. The CEO updated the Board on popularity of the programs.

6. Correspondence: None

- a. **From: Ontario Library Association:** Re: Budget Talks: Vote for Ontario's Libraries. Information.
- b. **From: Curtis Sassur:** Colleen O'Shea donation appraisal. Discussion.

Motion #2017-06

Moved by: Danny Whalen

Seconded by: Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board accepts the assessment provided by Curtis Sassur of the Colleen O'Shea donation of the "Elsie Dowzer Collection" to the Temiskaming Shores Public Library.

Carried.

- c. **From: Karin Ptok:** Re: Thank you to Anna Turner for Gadget Helper and to library for service for the past 55 years. Information.

7. Secretary–Treasurer’s Report

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

Buildings and Equipment:

Fire safety checks were conducted in January in the library buildings.

Carpets were cleaned in both branches on Monday, February 13.

Business:

Conseil des Arts Temiskaming Arts Council (CATAC): The group is developing a hiring policy and job description in preparation for hiring a part-time position once the incorporation goes through and the bank account is set up. I will be taking the lead on the hiring policy and employee handbook.

Digital Creator North (Near North Mobile Media Lab Trillium project): We have interviewed three candidates and have one more interview on the afternoon of February 7. So far the candidates are very strong. We plan on making an offer by the end of the week.

Donation: The Donation of letters, postcards and pictures from Colleen O’Shea has been received and the assessment letter has been received as well. I will send the assessment letter over to city hall for a tax receipt for Ms. O’Shea.

Employee Evaluations: All employee evaluations have been completed and filed in the employees’ file.

Federation of Ontario Public Libraries: I attended the first meeting of the 2017-2020 term on February 2, 2017, and was officially appointed to the board. One of my first steps has been to share the Federation of Ontario Public Libraries Ontario Budget Talks voting link with the CEO’s of Northern Ontario listserv, the Northern Lights Library Network listserv and on facebook. A number of Northern libraries have shared the facebook post on their own pages. I have also done radio interviews with CJTT radio, CJKL radio and CBC Up North, as Up North also did a webstory on the issue.

Haileybury Branch Friends of the Library Group: The bank account has been closed and the next step will be to file the 2016 tax return. After that is done the group can apply to have the charitable status revoked.

Ontario Library Capacity Fund Research and Innovation grant—Library value study: A teleconference meeting will be held on Thursday, February 9. At a Federation of Ontario Public Libraries/Ontario Library Association session at the OLA conference, Leanne Clendening gave credit to Temiskaming Shores Public Library for coming up with the idea and drafting the proposal Ontario Library Services North used to apply for the grant to do the study during a presentation on the study and the draft toolkit.

Proctoring Exams: The Thunder Bay Multicultural Centre and the North Bay Multicultural Centre have asked me to help with more language assessment exams for the Syrian family who has moved to town. There will be four assessments in mid to late March. The Thunder Bay centre does have funds to pay for the assessments, which do take several hours each and require a wifi connection and one of the library's laptops with a camera for the videoconference part. I have done three such assessments for these associations in the past.

Programming:

Summer program in Cenotaph Park

We are planning a summer program that will take place on a Saturday in early June outside the library in Cenotaph Park. We will have registrants sign permission forms for their children to be outside of the library. We have notified the Legion and have notified Mitch at Building Maintenance and Paul at Parks at the City of the program and have heard back from Mitch and Paul that it is fine.

Visits to the Extencicare, Lodge and Manor nursing homes to exchange books

Ongoing on Fridays and Saturdays by staff members and volunteers. This winter the Lodge and Extencicare were both on outbreak for most of the month of January so visits did not take place.

Gadget Help to the Extencicare

Monthly visits by a staff member continue this winter on an as-needed basis.

Life Skills visits at the New Liskeard Branch

The Life Skills group continues to visit every Wednesday for a storytime and craft activity. The participants in the program look forward to their weekly visits and are enthusiastically learning skills about co-operation, social skills and the enjoyment of reading.

Timiskaming Child Care visits from Ste. Croix school to the Haileybury Branch

Timiskaming Child care is bringing children from the daycare at Ste. Croix school to the Haileybury branch of the library for visits on occasion. The visited in January and want to come again at the end of February. We have been arranging the visits on Carmen Peddie's off desk day so she can work in Haileybury on those mornings and run the program bilingually.

Gadget Helper at both branches of the library

Thursdays in alternating branches. Both branches are fully booked for the month of February.

Temiskaming Shores Public Library Online Book Club

A book club from the comfort of your home. Participants work on their own timeline and comment whenever they can find some time.

Les Liseuses à la succursale de New Liskeard

Les Liseuses de la bibliothèque publique de Temiskaming Shores – Club de lecture pour les adultes. Le premier mardi du mois de 10 h 15 à 11 h 15 à la succursale de New Liskeard.

Preschool Storytime Winter Session at the New Liskeard Branch

This program takes place twice a month on Wednesdays from 11:15 a.m. until 11:45 a.m. at the New Liskeard Branch Library throughout the winter months. The last session for this term is February 15.

Second Level Crochet at the New Liskeard Branch

Caroline Rachwalski of "Straight from the Hook, Crochet by Caroline" will be offering a Beginner's Crochet class on Tuesdays at the New Liskeard Branch library, starting on Tuesday, January 24 for 6 weeks.

La Leche League Meetings at the New Liskeard Branch

A new La Leche League group providing breastfeeding support to new moms will be meeting on the second Tuesday of each month at 6:30 p.m. at the New Liskeard branch of the library.

Blind Date with a Canadian Book! Need a little Romance? Want to Spice up your Life?

For the month of February the library has wrapped a selection of books by Canadian authors. Choose one to borrow and you have yourself a blind date with a book! Included will be a Rate-Your-Date form to fill out. Let us know how your date went! Indulge yourself with a surprise book!

Snowshoes for rent at the Haileybury Branch Library!

The Temiskaming Shores Public Library, in partnership with the City of Temiskaming Shores Recreation Department and the Healthy Kids Community Challenge, is offering

snowshoes for rent at the Haileybury Branch Library. Come in to pick up a few pairs for the family to try out this great outdoor winter activity! A \$20.00 cash deposit per pair is required. So far we have circulated 14 pairs this season.

Nordic Walking Pole Sets for Loan at Both Branches of the Library

The Temiskaming Shores Public Library, in partnership with the Timiskaming Health Unit, is offering Nordic Walking Pole sets for loan. A fun activity for all ages and fitness levels and great for year round use. A set or two is usually in circulation, showing that the poles are still popular.

Finances and Statistics

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

There was a discussion on the Board's acceptance of the Financial report and the workplace inspections. The Board asked the CEO to include the workplace inspection report in the Library CEO's report in the future and they will make a motion each month to accept.

Motion #2017-07

Moved by: Brenda Morissette
Seconded by: Roger Oblin

Be it resolved that the Temiskaming Shores Public Library Board accepts the Secretary-Treasurer's report and the workplace inspection report LIB-003-2017.

Carried.

8. Committee Reports

- a. **Finance and Property Committee:** Nothing to report.
- b. **Planning, Personnel, Policy and Publicity Committee:** Nothing to report
- c. **Building Committee:** Nothing to report. A meeting was scheduled for February 10 but postponed until a later date.

9. New Business

- a. Report LIB-003-2017 Workplace Inspection.** For information.

- b. Library Non-resident fees.** Discussion on the recent news stories on library non-resident fees.

- c. Committee appointments/changes.** Roger Oblin has asked to step down from the Building Committee and be placed on another committee that has fewer members. The Chair appointed Roger Oblin to the Planning, Policy, Personnel and Publicity Committee which currently only has one member.

- d. Report LIB-004-2017 Digital Creator North area in New Liskeard Library.** The report outlined a plan to put the space at the New Liskeard branch into the reading room there, and temporarily move the microfilm reader and genealogy materials stored there to the Haileybury Branch. The Board was in agreement.

10. Plan, Policy review and By-law review

- a. Review Policy**
 - i. Facilities-1 Facilities Use**

Motion #2017-08

Moved by: Jeff Laferriere

Seconded by: Roger Oblin

Be it resolved that the Temiskaming Shores Public Library Board accepts the library's policy Facility-1 "Facility Use" as amended by the Board.

Carried.

11. Closed Session

- a. Incident report.
- b. CEO Evaluation

Motion #2017-09

Moved by: Robert Dodge

Seconded by: Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board go into closed session at 8:15 p.m.

Carried.

Motion #2017-10

Moved by: Robert Dodge

Seconded by: Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board rise from closed session at 8:25 p.m. without report.

Carried.

12. Adjournment

Adjournment by Jeff Laferriere and Roger Oblin at 8:26 p.m.

Chair – Donald Bisson