

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, March 15, 2017

7:00 p.m. at the New Liskeard 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, Brenda Morissette, Jeff Laferriere, Roger Oblin and CEO/Head Librarian Rebecca Hunt. Robert Dodge arrived at 7:50 p.m. Jeff Laferriere left the meeting at 7:55 p.m.

Members of the Public: 0

3. Adoption of the Agenda

Moved by: Roger Oblin

Seconded by: Jeff Laferriere

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

Carried.

4. Adoption of the Minutes

Moved by: Danny Whalen

Seconded by: Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, February 15, 2017 and the E-Meeting of Friday, February 17, 2017 meeting as presented.

Carried.

5. Business arising from Minutes

- a. Roger Oblin updated the Board on the status of the Friends of the Library, Haileybury Branch group. The tax forms have been filled out by Secretary Rebecca Hunt and will be filed shortly. The group will then draft a letter to the Canada Revenue Agency informing them that they will disband and asking for charitable status to be revoked.

6. Correspondence:

- a. **From:** Kevin Finnerty, Assistant Deputy Minister, Culture Division—Ministry of Tourism, Culture and Sport.

Re: Invitation to Rebecca Hunt to attend the Culture Strategy roundtable consultations.

- b. **From:** Ruth Belliveau-Blain, Coordinator—Centre d'éducation des adultes.

Re: Request for donation. The Board directed the CEO to respond according to library board policy.

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 February in the library buildings.

Microfilm Reader was moved from the New Liskeard Branch to the Haileybury Branch on March 6.

Business:

Community Hubs group: I attended a meeting via teleconference on February 23 and a meeting in Haileybury on March 7. The group is moving forward by planning focus group sessions to assess the need for a community hub in the community.

Conseil des Arts Temiskaming Arts Council (CATAC): I completed some personnel policies loosely based on the library's basic personnel policies and submitted them to the board. The organization is now incorporated and will be hiring in the next few months.

Digital Creator North (Near North Mobile Media Lab Trillium project): An offer was made and accepted by Stephen Kozinski, from Russell, Ontario. Steve relocated here at the end of February and started his position with the library on February 27. There will be a soft launch of the Digital Creator space during March break and programming will begin over the next few months.

Donation: The Donation of letters, postcards and pictures from Colleen O'Shea has been scanned by Roger Oblin and a copy of the scanned documents has been saved on the library server. It is not yet available to the public. The tax receipt and a thank you card was sent to Ms. O'Shea.

Federation of Ontario Public Libraries: The Federation submitted a budget proposal to the ministry of Tourism, Culture and Sport which called for an increase in the annual operating grant for public libraries.

Health and Safety talk: City staff have asked that I share the information the OPP passed along to me about the dangers of Fentanyl laced drugs after recent OPP calls to the library. I have a Safety talk scheduled with the Leisure Services staff members on Wednesday, March 8.

Ontario Library Capacity Fund Research and Innovation grant—Library value study: A teleconference was held on Thursday, March 2. Training for the toolkit will begin at the Spring Networking sessions for northern Ontario public libraries. Ontario Library Services has asked that I travel to Manatoulin Island to train the libraries there on the Toolkit on May 10. They will pay all travel expenses.

Proctoring Exams: The Thunder Bay Multicultural Centre and the North Bay Multicultural Centre language assessment exams have been scheduled for March 24.

Programming:

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

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

Gadget Help to the Extendicare

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. They 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 March and into April.

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.

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.

Digital Creator North Open House

During March Break (March 14-18) we will be having an open house soft launch of the Digital Creator North program. Steve will be on hand to demonstrate equipment, answer questions and do a workshop on photoshop on the Saturday.

True North Karaoke at Both Branches of the Library

Wednesday, March 15

New Liskeard Branch: 11:00 a.m.-12:00 noon

Haileybury Branch: 2:00 p.m. -3:00 p.m.

A program inviting youth aged 7-14 years old to try their hand at all Canadian artists Karaoke!

All it Takes is a Tee Shirt craft at the New Liskeard Branch

Thursday, March 16 from 11:00 a.m.—noon

For youth aged 10—18 years

A craft program in which kids make their own bag with a patriotic flair!

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.

Report LIB-008-2017 Workplace Inspection

Finances and Statistics

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

Motion #2017-11

Moved by: Jeff Laferriere
Seconded by: Brenda Morissette

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

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.

9. New Business

- a. **Report LIB-006-2017 Culture Strategy Roundtable meetings attendance.**
Motion.

Motion #2017-12

Moved by: Roger Oblin
Seconded by: Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board accepts report LIB-006-2017 Culture Strategy Roundtable and recommends sending Library CEO Rebecca Hunt to the Ministry of Tourism Culture and Sport's Ontario Culture Strategy Roundtable meetings in March, May and June, 2017.

Carried.

b. Report LIB-007-2017 Ontario Arts Council webinar. Motion.

Motion #2017-13

Moved by: Jeff Laferriere

Seconded by: Danny Whalen

Be it resolved that the Temiskaming Shores Public Library Board allows the use of the New Liskeard library building on Monday, March 27 from 6:00 until 9:00 pm for an Ontario Arts Council Webinar open to registered members of the public with the understanding that a staff member will be present and close the building at the end of the session.

Carried.

c. Introduction of new employee. The Board was introduced to the Digital Creator Program Lead and shown the space at the New Liskeard Branch.

10. Plan, Policy review and By-law review

a. Review Policy

i. Info-1: Information Services

Motion #2017-14

Moved by: Roger Oblin

Seconded by: Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board accepts the library's policy Info-1 "Information Services" as reviewed by the Board.

Carried.

11. Closed Session

- a. Incident report.**
- b. Staffing update**
- c. Personnel Policy review**

Motion #2017-15

Moved by: Roger Oblin

Seconded by: Robert Dodge

Be it resolved that the Temiskaming Shores Public Library Board go into closed session at 8:00 p.m.

Carried.

Motion #2017-16

Moved by: Roger Oblin

Seconded by: Robert Dodge

Be it resolved that the Temiskaming Shores Public Library Board rise from closed session at 8:30 p.m. without report.

Carried.

12. Adjournment

Adjournment by Roger Oblin at 8:31 p.m.

Chair – Donald Bisson