
Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, April 19, 2017

7:00 p.m. at the Haileybury Branch

1. Call to Order

Meeting called to order by Chair Donald Bisson at 7:05 p.m.

2. Roll Call

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

Members of the Public: 0

3. Adoption of the Agenda

Moved by: Robert Dodge

Seconded by: Roger Oblin

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

Carried.

Additions:

Correspondence c. Letter from Florent Heroux

Correspondence d. Letter from Haileybury Beautification Committee

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, March 15, 2017 as presented.

Carried.

5. Business arising from Minutes

None.

6. Correspondence:

a. From: Sheila Siermachesky, Vice Principal—Timiskaming District Secondary School.

Re: May Ball Bursary.

b. From: Annik Boucher, Principal—Ecole secondaire catholique Sainte-Marie.

Re: May Ball Bursary

Motion #2017-18

Moved by: Roger Oblin

Seconded by: Robert Dodge

Be it resolved that the Temiskaming Shores Public Library Board donates the amount of \$250.00 each from the May Ball Trust Fund to the Ecole secondaire catholique Sainte Marie and Temiskaming District Secondary School for the May and Francis Ball Memorial Scholarship.

Carried.

c. From: Florent Heroux, Chair—Société d’histoire du Temiskaming (Ontario).

Re: Archiving documents and photographs. The board discussed the request and asked that the CEO discuss an agreement with M. Heroux outlying the library’s responsibilities concerning maintenance of the equipment and ownership of the digitized material.

d. From: Haileybury Beautification Committee.

Re: Purchase of planters to beautify the downtown in Haileybury. The library will purchase a cedar planter for flowers in the summer and fall display in the fall.

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 March in the library buildings.

Business:

Community Hubs group: The group is working towards holding focus groups to assess the community’s interest in a community hub by the end of May or early June.

Conseil des Arts Temiskaming Arts Council (CATAC): CATAC is working on opening a bank account at the Caisse Populaire. Réjeanne Massie, Drew Gauley and I have been chosen as signing authorities and are in the process of filing our information with the bank.

Digital Creator North (Near North Mobile Media Lab Trillium project): The project is going very well. Steve is working on creating a presence on Facebook, Instagram and Snapchat. There was attendance of about 21 people throughout the open house week of the Digital Creator Space, and there were 9 people at the first workshop on Photoshop and Digital Photography. Because the space is quite small for that number of people, we have decided to restrict registration for each workshop to between 1-5 people depending on what the workshop is about. Steve’s second workshop has 4 people signed up to work on Stop Motion projects over two Saturdays.

Federation of Ontario Public Libraries (FOPL): I will be attending the next FOPL meeting via teleconference on Friday, April 28. FOPL has invited Temiskaming Shores Public Library as one of 48 libraries in Ontario to take part in an 8-week free social media course called OpenMediaDesk. This project is a collaboration between FOPL and Brendan Howley of Both/And, a media consultant company based in Stratford. The goal of the course is to save staff time in dialoguing with their communities via social media, improve library advocacy, inspire more effective community dialogue and understand what our community is really thinking and feeling about the library. The main platforms covered are Facebook, Instagram and Twitter. The time commitment is two hours a week for the 8 weeks. I will take the course and would like to pull a few staff members who are admins on our social media pages in as well.

Great Northern Family Health Team Patient Draw:

Dr. Ryan Sayer asked the library if staff members would be able to help prospective patients register online to be considered for his Family Practice with the Health Team between March 1-17, 2017. As of March 13 staff members had helped about 10 people

register with the website. Many of those people needed a lot of help because they had never used computers before. Dr. Sayer sent the library a gift basket to say thanks.

Ministry of Tourism, Culture and Sport Ontario Culture Strategy Public Library Roundtable: I attended the first session on Friday, March 31 on Leadership and Innovation and Community Hubs. It was interesting to note that I was the only librarian from Northern Ontario invited to the table. I also submitted my research notes to the post discussion survey to they have a written record of the points I wanted to communicate on behalf of Northern Ontario Public Libraries. I will attend the next meeting in Toronto on May 2 in person. The second meeting is on Standards and Performance Measurement.

Ontario Library Capacity Fund IT Services grant 2016-2017: The funds were spent on our e-resources again this year and the final report has been submitted and approved by the Ministry of Tourism, Culture and Sport.

Ontario Library Capacity Fund Research and Innovation grant—Library value study: I attended teleconference meetings on Tuesday, April 4 and Wednesday, April 12 to go over data collection for the indicators.

Partnerships: Florent Heroux with the Société d'histoire du Témiskaming ontarien is partnering with the library to digitize collections of documents and photographs. They are using space and a computer at the Haileybury Branch of the library, and will purchase a scanner to house there. They would like to be able to scan the documents onto a library computer to have them safe somewhere, and eventually be able to share them with the public.

Proctoring Exams: I proctored four language assessment exams in March for the Thunder Bay Multicultural Centre. Payment for the exams has been received.

Volunteers: Two student volunteers are logging community service hours at the New Liskeard Branch. One of the students has chosen to help Steve in the Digital Creator Room. A student from Northern College is logging 20 hours at the Haileybury Branch for his program. As well, we have three co-op students at the New Liskeard Branch; one working with Steve in the Digital Creator Space and two working as librarian helpers down in the children's areas. The co-op students log between 2-3 hours a day, 3-4 days a week.

Programming:

Visits to the Extencicare, Lodge and Manor nursing homes to exchange books
Ongoing on Fridays and Saturdays by staff members and volunteers. The Lodge has been on outbreak for most of the winter and spring so far, so visits have been less frequent there.

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.

Gadget Helper at both branches of the library

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

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.

Easter Egg Hunt at both branches of the Library

Easter Egg Hunt on Saturday, April 15. Starts at 10:00 a.m. at both the New Liskeard and the Haileybury Branch Libraries, ends when all the eggs are found! No baskets, please, we supply everything you need!

Spring Session Preschool Storytime at both branches of the Library

Preschoolers accompanied by an adult are welcome to attend this early literacy program that includes stories, songs, rhymes and a whole lot of fun. For more information call 705-647-4215 or email us at www.NewLiskeard@temisklibrary.com

Wednesdays from 11:15—11:45 a.m. starting April 5

New Liskeard Branch: April 5 and 19, May 3, 17 and 31 and June 14 and 28

Haileybury Branch: April 12 and 26, and May 10 and 24 and June 7 and 21

Books and Bites at the Haileybury Branch

As part of the Spring Pulse Poetry Festival join us for a book launch and reading of "My Nation is a Train... Wreck" by Frank Giorno.

Friday, April 21 at 12:00 noon at the Haileybury Branch Library. Bring your lunch and a friend!

Earth Day Craft Program at the New Liskeard Branch

Come out to do a craft to celebrate the planet earth! Two sessions at the New Liskeard branch of the library on Saturday, April 22

Ages 5-7: 10:30-11:30

Ages 8-10: 1:30-2:30

For more information or to register for this program please call us at 705-647-4215 or email us NewLiskeard@temisklibrary.com

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-009-2017 Workplace Inspection

Finances and Statistics

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

Motion #2017-19

Moved by: Danny Whalen

Seconded by: Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board accepts the April 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:** Minutes of the April 6, 2017 meeting.
- c. **Building Committee:** Nothing to report.

9. New Business

- a. **Report LIB-010-2017 Manitoulin Island Networking meeting attendance.**
Motion.

Motion #2017-20

Moved by: Brenda Morissette

Seconded by: Roger Oblin

Be it resolved that the Temiskaming Shores Public Library Board accepts report LIB-010-2017 Culture Strategy Roundtable and recommends sending Library CEO Rebecca Hunt to the Manitoulin Island Networking Meeting on May 10 to help present the Library Value Tool project to the libraries in that region.

Carried.

10. Plan, Policy review and By-law review

a. Review Policy

- i. Info-2: Information Services Fee. Review and amend.**
- ii. Emergency Preparedness Plan. Update.**
- iii. Personnel policies Per-4, Per-6 and Per-10. AODA revisions.**

Motion #2017-21

Moved by: Danny Whalen

Seconded by: Robert Dodge

Be it resolved that the Temiskaming Shores Public Library Board accepts the library's policies: Info-2 "Information Services Fee," "Emergency Preparedness Plan," and Personnel policies Per-4, Per-6 and Per-10 as amended by the Board.

Carried.

11. Closed Session

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

Motion #2017-22

Moved by: Brenda Morissette

Seconded by: Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board go into closed session at 8:05 p.m.

Carried.

Motion #2017-23

Moved by: Brenda Morissette

Seconded by: Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board rise from closed session at 8:50 p.m. without report.

Carried.

12. Adjournment

Adjournment by Roger Oblin at 8:51 p.m.

Chair – Donald Bisson