

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, June 21, 2017

7:00 p.m. at the Haileybury Branch

1. Call to Order

Meeting called to order by Chair Donald Bisson at 7:07 p.m.

2. Roll Call

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

Regrets: Robert Dodge, Roger Oblin

Members of the Public: 0

3. Adoption of the Agenda

Moved by: Jeff Laferriere

Seconded by: Danny Whalen

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

Carried.

Additions:

New Business c. Report LIB-015-2017 Ontario Library Service North conference

4. Adoption of the Minutes

Moved by: Jeff Laferriere

Seconded by: Danny Whalen

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, May 17, 2017 as presented.

Carried.

5. Business arising from Minutes

The CEO updated the Board on the questions they had asked for clarification from The Temiskaming Foundation.

6. Correspondence:

a. From: Claire Hendrikx, Executive Director—The Temiskaming Foundation.

Re: Annual Report

Received as 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 May in the library buildings.

Business:

Community Hubs Committee: I will attend a meeting on Thursday, June 15.

Conseil des Arts Temiskaming Arts Council (CATAC): I attended a meeting on Tuesday, June 7. The group is now advertising for a Cultural Coordinator at 10 hours a week to do some of the administrative work for the group and I have agreed to be on the hiring committee.

Digital Creator North (Near North Mobile Media Lab Trillium project): I attended an On-Site Supervisors meeting via Skype on Monday, June 12. It was beneficial to be able to talk to the other libraries involved in the project to see how they are setting up their spaces. Steve is planning his programming for the summer and will start to do sessions at the Haileybury Branch on June 17.

Federation of Ontario Public Libraries Board of Directors (FOPL): I attended the FOPL meeting on Friday, June 9 in Toronto. Among items discussed was last mile

connectivity to rural areas in Northern Ontario and the continuation of the Open Media Desk project. FOPL will be making recommendations to the Ministries involved that last mile connectivity be funded by the province and the federal government. The contract for the Open Media Desk project to facilitate social media in member libraries was renewed for a second year.

Joint Automation Server Initiative (JASI) Steering Committee: I attended a JASI Steering Committee meeting by teleconference on May 24. There are now over 100 libraries in the JASI consortia using the same Integrated Library System (ILS) for circulation of library materials. The Committee discussed cataloguing standards and some major changes to the way we are handling Item Type descriptions to make the system more efficient and also more descriptive.

Ministry of Tourism, Culture and Sport Ontario Culture Strategy Public Library Roundtable: I attended the last session in Toronto on Friday, June 9, on Digital Services. At this meeting the Ministry discussed how the province could help libraries improve their digital services. I was able to highlight that while there is opportunity for libraries to introduce their communities to new technologies, in rural areas there are many barriers including the expense of new technologies and lack of expertise of staff members to be able to train others in how to use. As well, there barriers for one-person libraries because they do not have time while at work to learn how to use new technologies themselves. I also was able to speak to the lack of bandwidth in many areas of Northern Ontario, which is a barrier to digital services, despite the fact that the province is putting more and more services online. The Ministry of Tourism, Culture and Sport is investigating a Digital Public Library option, similar the to system in New Brunswick and Alberta. I agree with this initiative but gave feedback that I feel they need to establish a standard for non-resident fees and for contracting townships so that libraries do not lose those sources of revenue with a one-card system.

Northern Lights Library Network: I attended and chaired a meeting in Timmins on Monday, May 29. The group is investigating rotating programming boxes with kits of robotics equipment or other programming materials that would be beneficial as shared collections between member libraries.

Ontario Library Capacity Fund Research and Innovation Library Value Study Committee: Ontario Library Services North had asked that I review, revise and re-submit the Temiskaming Shores Public Library's 2012 Inter-Library Loans (ILL) study which they had asked to see in order to determine the cost of providing Inter-Library Loans from a Northern library. Our library was the only one in the North which had done such a study to try to value Inter-Library Loans and the group was uncomfortable basing the value on the Oakville Public Library's study from 2015 because they are a much larger library than most in Northern Ontario and have a separate department to do ILLs. I worked with Sue Culhane to review our 2012 study and have attached it to this report for the board's information. I submitted the report to the Library Value Study committee and have heard feedback from several of the participating libraries that they feel it is on the right track but have not heard from Ontario Library Services North.

Proctoring Exams: I proctored two exams in June.

Sip and Learn Presentation: I will attend the Timiskaming Health Units' Sip and Learn Session on Monday, June 26 at the Pool and Fitness Centre to present some information about the library's services to older adults. I will attend again on Tuesday, June 27 with Carmen Peddie to present that information in English and French in Haileybury at the Leisure Inn.

Volunteers: I attended the supervisors' appreciation luncheon at TDSS on June 1 to be with the library co-op students.

Programming:

Visits to the Extendicare, Lodge and Manor nursing homes to exchange books
Ongoing on Fridays and Saturdays by staff members and volunteers.

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.

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

The program is winding down in June, as many people are away for the summer. It will start up again in the fall.

Stop Motion Animation Workshop at the Haileybury Branch Library

You asked, and DGTL answered. DGTL Creator will be hosting its first Haileybury workshop on Saturday June 17th! It will be a stop-motion animation workshop, starting at 10:30a.m. Digi-Steve will be hanging out and setting up at the Haileybury branch on Friday June 16th, so pop by, say hey, and register for Saturdays workshop.

National Aboriginal Day

The Temiskaming Shores Library is celebrating National Aboriginal Day on Wednesday, June 21. At the Haileybury Branch that day there will be an aboriginal themed story time and craft for preschoolers who are accompanied by an adult from 11:15-11:45 a.m. At the New Liskeard Branch we welcome you to stop in anytime we are open on June 21 to do

an aboriginal themed craft or colour a thematic colouring page. All are welcome to stop by to celebrate our First Nations People.

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.

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

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.

Workplace inspection report LIB-014-2017

Finances and Statistics

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

Motion #2017-28

Moved by: Brenda Morissette

Seconded by: Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board accepts the June 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:** Met on Monday, June 19. Will update the Board in closed session.
- c. Building Committee:** Report on meeting of June 6, 2017.

9. New Business

- a. Report LIB-013-2017 Annual Survey Report to the Ministry of Tourism, Culture and Sport.** Motion.

Motion #2017-29

Moved by: Danny Whalen

Seconded by: Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board accepts the information in the Annual Survey for the Ministry of Tourism, Culture and Sport and consents to the release of the report to the Ministry.

Carried.

- b. 2016 Audited Financial Statements. For Information**

- c. Report LIB-015-2017 Ontario Library Services North Conference Attendance.**

Motion #2017-30

Moved by: Jeff Laferriere

Seconded by: Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board accepts Report LIB-015-2017 OLS-North Conference Attendance and recommends sending a Library Clerk to the Ontario Library Service North conference in Sudbury in September.

Carried.

10. Plan, Policy review and By-law review

a. Review Policy

- i. Procurement Policy Pro-1.

Motion #2017-31

Moved by: Jeff Laferriere

Seconded by: Danny Whalen

Be it resolved that the Temiskaming Shores Public Library Board accepts the library's policy: Procurement Policy, Pro-1 as amended by the Board.

Carried.

11. Closed Session

- a. Incident Report
- b. Staff update
- c. Personnel Policy review

Motion #2017-32

Moved by: Danny Whalen

Seconded by: Brenda Morissette

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

Carried.

Motion #2017-33

Moved by: Brenda Morissette

Seconded by: Danny Whalen

Be it resolved that the Temiskaming Shores Public Library Board rise from closed session at 8:35 p.m. with report.

Carried.

Motion #2017-34

Moved by: Jeff Laferriere

Seconded by: Danny Whalen

Be it resolved that the Temiskaming Shores Public Library Board accepts the library's policies: Personnel Policies Per-11 Benefits, deductions and holidays, Per-12 Vacation and Per-13 Leaves of Absence and the Substitute Library Clerk job description as amended by the Board.

Carried.

12. Adjournment

Adjournment by Jeff Laferriere at 8:35 p.m.

Chair – Donald Bisson