

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, December 19, 2018

7:00 p.m. at Roosters Restaurant

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, Roger Oblin and
CEO/Head Librarian Rebecca Hunt.

Regrets: Jeff Laferriere, Anna Turner

Members of the Public: 0

3. Adoption of the Agenda

Moved by: Roger Oblin

Seconded by: Danny Whalen

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

Carried.

4. Adoption of the Minutes

Moved by: Brenda Morissette

Seconded by: Danny Whalen

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, November 21, 2018, as presented.

Carried.

5. Business arising from Minutes

- a. The Chair inquired about the 2019 budget process. The CEO and Council Representative Danny Whalen updated the board.

6. Correspondence:

- a. **From Municipal World Magazine.** Re: Article on the Ontario Library Services North Library Value Project.

7. Secretary–Treasurer’s Report

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

Library CEO’s Report

December 12, 2018

Buildings and Equipment:

Fire safety checks were conducted in the library buildings.

New Liskeard building: We have had a variety of small maintenance issues with the New Liskeard building including issues with the public washroom toilet and door, and issues with the front door being difficult to open and also to keep closed. When there is an issue we have been reporting to Building Maintenance and they have been keeping on top of fixing the issues.

Business:

Bridge Program: I will be working with city and library staff in the new year to launch the Bridge program to assess the impact of the library’s internet access and technology

programming in the community. There will be some surveys that we hope to tie to our wifi access and that will be distributed through the Gadget Helper and other programs. The surveys should also help to assess the comfort level of library staff in implementing technology services.

Federation of Ontario Public Libraries board: I will be attending the next meeting at the OLA conference in Toronto on January 31 in person.

Holiday Hours:

Saturday, December 22: 10 a.m. to 4 p.m.
Sunday, December 23 – Wednesday, December 26: Closed
Thursday, December 27 - 11 a.m. to 8 p.m.
Friday, December 28 - 11 a.m. to 8 p.m.
Saturday, December 29 - 10 a.m. to 4 p.m.
Sunday, December 30 – Tuesday, January 1: Closed
Wednesday, January 2 - 11 a.m. to 8 p.m.

Proctoring Exams: I have proctored 10 exams so far and have three more before the end of the year. I would like to suggest that we increase the proctoring fee in the New Year. I have heard from several students that the fee is low compared to other proctoring agencies. As well, it is a fair amount of work to schedule the students, follow up with them to ensure their exams arrive on time and to package up the exams and arrange return. Early in the new year I will do a little research to see what similar sized libraries are charging and be able to recommend to the board an increase.

Motion #2018-43

Moved by: Roger Oblin

Seconded by: Danny Whalen

Be it resolved that the Temiskaming Shores Public Library Board increase the proctor exam fee to \$50 effective January 1, 2019.

Carried.

Weeding: We are doing a large amount of weeding in both branches of the library to make room for new books. The book sale tables are very full at this time so we have stopped taking donations until we can make some more space.

Programming:

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

Life Skills visits at the New Liskeard Branch

The Life Skills group visits have started up again this fall.

Gadget Helper at both branches of the library

The Gadget Helper program started up again in September.

Les Liseuses de la bibliothèque de Temiskaming Shores

De septembre à décembre, de 10 h 15 à 11 h 15 à la succursale de New Liskeard

Livres choisis

Le mardi 4 décembre — *Les femmes du fleuve* par Aimée Laberge

Bricolage de Noël à la Succursale de New Liskeard

Le samedi 8 décembre 2018 de 11 h à 12 h. Pour les enfants âgés de 5 à 10 ans

TSPL Book Club at the New Liskeard Branch

Here are the fall picks for the Temiskaming Shores Public Library Book Club. Sessions meet once a month at the New Liskeard Branch of the library.

Thursday, December 13 at 6:00 PM

Simon vs. the Homo Sapiens Agenda by Becky Albertalli

Children's Christmas Craft Program at both branches of the library

Saturday December 15

1:00—2:30 p.m. For children aged 5—10 years

Family Storytime Fun at the New Liskeard Branch

Every second Saturday starting Saturday, January 12 at the New Liskeard Branch.

Families will enjoy a story, board games and playtime for the entire family at the library.

Finances and Statistics

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

Motion #2018-44

Moved by: Roger Oblin

Seconded by: Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board accepts the December Secretary-Treasurer's report, Workplace Inspection report and Financial 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.
- d. **Library Services Committee.** Minutes of the December 7, 2018 meeting. The minutes were discussed by the board.

9. New Business

- a. **Strategic Planning process.** The CEO has contacted Ontario Library Services North to start the process, with the first orientation meetings happening in February. The CEO recommended that the board strike a Strategic Planning committee at the first meeting in 2019 to facilitate the process.

10. Plan, Policy review and By-law review

- a. **Review Policy**
 - i. **Collection Development Policy.**

Motion #2018-45

Moved by: Danny Whalen

Seconded by: Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board accepts the library's policies: Collection Development Policy as reviewed and amended by the Board.

Carried.

11. Adjournment

Adjournment by Roger Oblin at 8:04 p.m.

Chair – Donald Bisson