

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, October 16, 2019

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: Chair Donald Bisson, Danny Whalen, Claire Hendrikx, Brenda Morissette, Jessica Cooper, Brigid Wilkinson, Jeff Laferriere and Rebecca Hunt, Library CEO.

Regrets: Anna Turner

Absent: Jamie Lindsey

Members of the Public: 0

3. Adoption of the Agenda

Moved by: Danny Whalen

Seconded by: Brenda Morissette

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

Carried.

Additions:

Business arising: a. Updated Draft 1 2020 budget

New Business: d. Christmas Eve, New Years Eve library hours

4. **Declaration of conflict of interest:** There were no declarations of conflict of interest.

5. **Adoption of the Minutes**

Moved by: Brigid Wilkinson

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Wednesday, September 18, 2019, as presented.

Carried.

6. **Business arising from Minutes**

a. **Updated draft 2020 library budget.** The CEO presented an updated draft 1 2020 library budget following a budget meeting the Board Chair and CEO attended with city administrative staff.

b. The Library Board Chair inquired about how the book sales are going and about any updates to the construction and preparations for the move.

7. **Correspondence:**

a. From Jude Schapelhouman, recipient of the May Ball Bursary. For information.

8. Secretary–Treasurer’s Report

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

Library CEO’s Report

October 8, 2019

Buildings and Equipment:

Fire safety checks were conducted in the library buildings.

New Building: The RFP for library office furniture closed on October 1, 2019 and there is an administrative report going to council on September 15 to award to Temiskaming Office Pro. The RFP for library shelving was issued on October 8 and closes on October 29.

Business:

Amalgamation of Library Branches: We have completed amalgamating most of the English non-fiction, English children’s books, audio and French collections. At this point all items remaining in Haileybury in those collections will need to be either moved to the Haileybury partner library location or deleted when we close the Haileybury Branch. Because we have staff all hands on deck weeding and evaluating collections, we have reduced slightly the amount of children’s programming we are doing this fall.

Digital Creator: The Digital Creator Lead and I had a meeting with representatives from the Near North Mobile Media Lab. They will require a letter of support for a Trillium grant application that they will submit for the November intake. I will bring the information to the board at the November meeting.

Federation of Ontario Public Libraries board: I attended the September 20 FOPL meeting in person. The FOPL Strategic Plan and 2020 budgets were reviewed. More work will be done on the Strategic Plan in the upcoming months and the 2020 budget will be approved at the January meeting.

JASI Steering Committee: The consortia voted to renew the contract with SirsiDynix Symphony and the committee endorsed the decision. There was a survey issued over the summer and the results were shared with the committee—overall the consortia is satisfied with the software and the support provided by Ontario Library Services North.

Ontario Library Association Superconference: I have been invited to present a session on the work Northern Libraries have done over the past few years, including

my work with Library Value Toolkit, the Northern Lights Library Network, the ILL study we did in 2012 and our involvement with the Digital Creator project. I have also been invited to participate in a presentation on research evaluation with the OPLA Research and Evaluation Committee.

Ontario Public Library Association (OPLA) Research and Evaluation Committee: We are still working on evaluating a patron registration survey sent out by the Ontario Public Library Association earlier this year. We plan on having a report for the OPLA November meeting.

Public Library Operating Grant: The Ministry has changed the process for application for the Public Library Operating Grant. The deadline for applications is October 24. I am taking a webinar on the new process on Monday, October 8 and will try to put through the application as soon as possible after that date.

Proctoring: Library staff have proctored a few exams over the months of August and September.

Programming

Visits to the Extencicare, 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 will start up again in September.

Gadget Helper at both branches of the library

The Gadget Helper program will start up again on Thursday, September 19.

Fall Session Preschool Storytime at Both Branches of the Library

Preschool aged children accompanied by an adult are invited to join us for stories, rhymes, songs and a gentle introduction to early literacy and the library.

Every Wednesday, starting September 18 from 11:00 a.m.—11:30 a.m.

Pay as you Please Book Sales at Both Branches of the Library!

With all of the preparations for moving the libraries we are sorting through and combining many of our book collections. Items that are taken out of our collection are for sale at both branches. Stop in and take a look at what is for sale—the price is Pay as you Please!

Literary Pumpkin Painting Program at the New Liskeard Branch

On Saturday October 19 from 1:30 to 3:00 p.m. the New Liskeard Branch of the Temiskaming Shores Public Library is offering a Literary Pumpkin Painting Program at the New Liskeard branch. This program is for children aged 5 to 10 years.

Children will choose one of their favourite storybook characters to recreate with paint on a pumpkin. The Library will supply the paints, brushes and pumpkins.

Finances and Statistics

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

Motion #2019- 37

Moved by: Claire Hendrikx

Seconded by: Brigid Wilkinson

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

Carried.

9. Committee Reports

- a. FINANCE AND PROPERTY: Nothing to report.
- b. PLANNING, POLICY, PERSONNEL AND PUBLICITY: Nothing to report.
- c. STRAT PLAN COMMITTEE: report on October 9 session.
- d. LIBRARY SERVICES COMMITTEE: Nothing to report.

10. New Business

- a. **Laying of wreath for Remembrance Day.** Volunteers for Haileybury and New Liskeard. Brigid Wilkinson will lay the wreath in New Liskeard and Claire Hendrikx will lay the wreath in Haileybury on behalf of the Library Board.

- b. **Date of November meeting:** In order to accommodate a meeting with the Township of Hilliard on Wednesday, November 20, the Library Board decided to move its November meeting to Thursday, November 14.

- c. **Report LIB-007-2019 CEO Attendance at OLA SuperConference and FOPL Meeting.** The Board reviewed the report. Motion.

Motion #2019-38

Moved by: Brenda Morissette

Seconded by: Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board accepts report LIB-007-2019 OLA conference and FOPL Meeting and approves sending Library CEO Rebecca Hunt to the Ontario Library Association 2020 conference and Federation of Ontario Public Libraries Annual General Meeting in Toronto from January 28-February 1, 2020.

Carried.

- d. **Report -008-2019 Christmas Eve and New Years Eve Library hours.** The report was reviewed by the Board

Motion #2019-39

Moved by: Brenda Morissette

Seconded by: Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board closes the Library early on Christmas Eve and New Year's Eve in accordance with the

hours outlined in Report LIB-008-2019 Hours for Christmas Eve and New Year's Eve.

Carried.

11. Plan, Policy review and By-law review

a. Review Policy—Patron Code of Conduct

Motion #2019-40

Moved by: Claire Hendrikx

Seconded by: Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board accepts the library's policy: Patron Code of Conduct Policy as reviewed and amended by the Board.

Carried.

12. Closed Session regarding identifiable individuals

Motion #2019-41

Moved by: Jessica Cooper

Seconded by: Jeff Laferriere

Be it resolved that the Temiskaming Shores Public Library Board go into Closed Session at 7:45 p.m. in regards to identifiable individuals.

Carried.

Motion #2019-42

Moved by: Jeff Laferriere

Seconded by: Jessica Cooper

Be it resolved that the Temiskaming Shores Public Library Board rise from
Closed Session at 8:15 p.m. without report.

Carried.

13. Adjournment

Adjournment by Jeff Laferriere at 8:16 p.m.

Chair – Donald Bisson