
Temiskaming Shores Public Library Board

Meeting Minutes

Tuesday, November 26, 2019

7:00 p.m. at the New Liskeard Branch

1. Call to Order

Meeting called to order by Donald Bisson at 7:02 p.m.

2. Roll Call

Present: Donald Bisson, Brenda Morissette, Claire Hendrikx, Brigid Wilkinson, Anna Turner, Jeff Laferriere, Jamie Lindsay.

Regrets: Danny Whalen, Jessica Cooper.

Members of the Public: 0

3. Adoption of the Agenda

Moved by: Jamie Lindsay

Seconded by: Jeff Laferriere

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

Carried.

Additions:

Correspondence d. From the Ministry of Heritage, Tourism, Sport and Culture Industries. Re Public Library Operating Grant. For information.

Correspondence e. From The Southern Ontario Library Service. Re Connectivity funding. For information.

Correspondence f. From Jami McFarland. Thank you for allowing her to gift library membership. For information.

New business d. People counter. Information/direction.

Add Closed Session.

4. Declaration of conflict of interest

Brenda Morissette declared conflict of interest regarding item New Business a. Northern College MOU.

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, October 16, 2019, as presented.

Carried.

6. Business arising from Minutes

a. None.

Jamie Lindsay left the meeting at 7:21

7. Correspondence:

a. From The Ontario Public Library Guidelines Monitoring and Accreditation Council. Re: OHSA and AODA policies and procedures. Refer to Four P's Committee for review.

b. From Beth Harding, Digital Licensing Coordinator—The Southern Ontario Library Service. Re: Macmillan US is changing its ebook lending terms to only being able to purchase one one copy/one user title in the first eight weeks of its publication. For information.

- c. **From Gavin Date, Vice-Principal—Timiskaming District Secondary School.** Re: thank you and receipt for May Ball bursary donation. For information.
- d. **From the Ministry of Heritage, Tourism, Sport and Culture Industries.** Re Public Library Operating Grant. For information.
- e. **From The Southern Ontario Library Service.** Re Connectivity funding. For information.
- f. **From Jami McFarland.** Thank you for allowing her to gift library membership. For information.

8. Secretary–Treasurer’s Report

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

Library CEO’s Report

November 7, 2019

Buildings and Equipment:

Fire safety checks were conducted in the library buildings.

New Building: The RFP for library shelving closed on October 29, 2019. One bid was received and a report went to Council on November 5. The Tender was awarded to Ven-Rez.

Business:

Amalgamation of Library Branches: We have completed amalgamating the English non-fiction, English children’s books, audio and French collections. Next we will begin a big weed of the Fiction in preparation of choosing which items to keep at the satellite location and which to bring to the new location.

Digital Creator: The Near North Mobile Media Lab had informed me that our library would be required to apply ourselves for the Trillium grant for funding after January 1, 2021. Because of the short turnaround for the grant application—they needed all of the information and a motion of council by November 12—I declined and will instead put in an application in the fall of 2020.

Federation of Ontario Public Libraries board: I will be attending the next meeting on Friday, November 15 via teleconference.

JASI Steering Committee: There will be an all-users meeting on November 21.

Ontario Library Association Superconference: I have registered and booked my hotel and flights for the conference.

Proctoring: I will be proctoring a number of exams in late November and early December.

Programming

Proposed new program: The Lionesses knit hats and mittens and have donated a bag to the library to distribute to those in need of warmth. We would like to put them on a tree and allow patrons to take items as needed. The Lionesses are not requesting any followup or guidelines for the program. Staff are onboard with the program.

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 has started up again.

Finances and Statistics

The Board reviewed the financial and statistical reports as provided by the CEO. There was discussion on whether the Board can create a reserve of funds if the planned expenditures for 2019 are not spent. There is concern about unexpected expenses in 2020 with all of the changes.

Motion #2019- 43

Moved by: Brenda Morissette

Seconded by: Claire Hendrikx

Be it resolved that the Temiskaming Shores Public Library Board accepts the November 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: verbal reports on the October 22, 24 and November 19 sessions. The committee highlighted the planned strategic priorities with the Board. The Board would like to proceed as planned.
- d. LIBRARY SERVICES COMMITTEE: Nothing to report.

10. New Business

- a. **Northern College Partnership agreement.** Informal Minutes of Oct. 31 Meeting. The Board will review the agreement and ratify via an e-meeting on Thursday, November 28, 2019.
- b. **Digital Creator North partnership agreement.** For information.
- c. **Weeded art books.** The Board directed that the CEO offer the weeded books as part of the pay as you please book sales.
- d. **People counter.** The CEO outlined the benefits of purchasing a 3-D imaging people counter. The Board directed the CEO to proceed as planned.

11. Plan, Policy review and By-law review

- a. **Review Policy—Patron Exclusion and Appeal**

Motion #2019-44

Moved by: Anna Turner

Seconded by: Jeff Laferriere

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

Carried.

12. Closed Session regarding identifiable individuals

Motion #2019-45

Moved by: Brigid Wilkinson

Seconded by: Anna Turner

Be it resolved that the Temiskaming Shores Public Library Board go into Closed Session at 8:05 p.m. in regards to identifiable individuals.

Carried.

Motion #2019-46

Moved by: Brigid Wilkinson

Seconded by: Anna Turner

Be it resolved that the Temiskaming Shores Public Library Board rise from Closed Session at 8:21 p.m. with report.

Carried.

Motion #2019-47

Moved by: Jeff Laferriere

Seconded by: Anna Turner

Be it resolved that whereas the board has a vacancy in a part-time short-term contract, and whereas the Temiskaming Shores Public Library Board is in the midst of an integration of library branches and move to new location; The Board has decided to forgo its Vacancies policy Per-4 and solicit interest in the position from previously trained employees, including retired individuals.

Carried.

13. Adjournment

Adjournment by Brigid Wilkinson at 8:21 p.m.

Chair – Donald Bisson