

Temiskaming Shores Public Library Board

Meeting Minutes

Wednesday, December 18, 2019

7:00 p.m. at the Haileybury Branch

1. Call to Order

Meeting called to order by Chair Donald Bisson at 7:22 p.m.

2. Roll Call

Present: Donald Bisson, Danny Whalen, Brenda Morissette, Brigid Wilkinson, Anna Turner via telephone, and Rebecca Hunt

Regrets: Jeff Laferriere, Jessica Cooper, Claire Hendrikx, Jamie Lindsay

Members of the Public: 0

3. Adoption of the Agenda

Moved by: Brigid Wilkinson

Seconded by: Brenda Morissette

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

Carried.

4. Declaration of conflict of interest: Brenda Morissette declared conflict of interest regarding the Northern College Memorandum of Understanding.

5. Adoption of the minutes of the November 26, 2019 meeting.

Moved by: Danny Whalen

Seconded by: Brigid Wilkinson

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Tuesday, November 26, 2019 as presented.

Carried.

Adoption of the minutes of the November 28, 2019 e-meeting.

Moved by: Anna Turner

Seconded by: Danny Whalen

Be it resolved that the Temiskaming Shores Public Library Board approves the minutes of the meeting held on Thursday, November 28, 2019 as presented.

Carried.

6. Business arising from Minutes

- a. Northern College MoU revisions: the Library CEO provided an overview of the changes to the MOU.

7. Correspondence:

- a. From Timiskaming Hospice Palliative Care. Re: Tree of Life. For information

- b. From Stephen Abram, Executive Director—Federation of Ontario Public Libraries.
Re: Bill 132 and proposed changes to the Ontario Public Libraries Act.

8. Secretary–Treasurer’s Report

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

Library CEO’s Report

December 10, 2019

Business:

Amalgamation of Library Branches: We are in the process of moving all of the circulating library books out of the children’s room in Haileybury so we can turn it into the book sale room. We are still working on selecting our final collection for Northern College.

Contracting Township presentations: We have presented at four of the five contracting townships. I have yet to hear back from any so far. Our last presentation is on Wednesday, December 11.

Digital Creator: The Near North Mobile Media Lab was successful in its Trillium grant application for capital equipment items and received \$150,000 for updating equipment in the locations across northern Ontario. Our site will be receiving some updated camera equipment.

JASI Steering Committee: The JASI steering committee is investigating the effects of moving to BIBFRAME records as opposed to MARC records. SirsiDynix maintains that both types of records can co-exist in our system. It will be a challenge to train everyone on BIBFRAME cataloguing however if this is the way of the future the committee believes we should start creating a framework for training at this time.

New Location: I was able to go into the new location with one of the architects from Mitchell Jensen and he had plans and answered some of my questions about where walls would be and the size of the storage areas, placement of floor outlets and a few other questions I had. I now have a set of plans which the board members are welcome to look at.

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

Open Shelf e-magazine: I am writing an article for Open Shelf, the e-magazine of the Ontario Library Association. I changed up the blog I did on the value of northern public libraries and hope to submit by mid-December.

Proctoring: I have proctored a number of exams in late November and still have four to do in early December and early January.

Repair Café: I met with Amanda Mongeon and Felicity Buckell from the Climate Café about partnering on a “Repair Café” type of program in the new year. This would entail the library housing equipment such as sewing machines and tools so that people could use or borrow the items to repair household items and clothing. The partnership would apply for funding for the equipment and the Climate Café would provide the programming sessions. The board discussed the partnership and expressed that the library should use caution when it came to programming or provision of certain power tools and sessions where soldering or repairs that could damage carpets may occur. The CEO will discuss the partnership further with the climate café in and draw up an agreement for the board to review.

Seniors without Walls: I participated in a Seniors without Walls program on Monday, November 25, and gave an hour long talk on “the modern library.” I talked about library funding, library value and about the Temiskaming Shores Library and the changes that are occurring. There were 8 participants attending the call.

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 occur twice a month.

Gadget Helper at both branches of the library
The Gadget Helper program has started up again.

Pictures with Santa: The Lionesses partnered with the library to do a pictures with Santa program at the New Liskeard branch for three weekends at the end of November and beginning of December. The program was very popular during the Village Noel.

Children’s Christmas craft: Saturday, December 14.

Bricolage de noel: Saturday, December 21

Finances and Statistics

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

Motion #2019- 49

Moved by: Brigid Wilkinson

Seconded by: Danny Whalen

Be it resolved that the Temiskaming Shores Public Library Board accepts the December 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 November 28 and December 16 sessions.
- d. LIBRARY SERVICES COMMITTEE: Nothing to report.

10. New Business

- a. Board meeting schedule 2020: The board reviewed the schedule in light of the changes to the Ontario Public Libraries Act reducing the minimum number of meetings required for library boards. The board decided to cancel the December 2020 meeting as it is often difficult to get quorum for that meeting.
- b. Draft 2 2020 budget. The CEO reviewed the draft two 2020 budget which will be presented to council on January 14, 2020.

- c. 2019 forecasted budget final numbers. The CEO reviewed the forecasted final budget numbers. It is anticipated that the library board will be underspent by around \$27,000 because of the decisions about changes to library services in 2019. The board discussed the larger donations which were given in 2019, one for \$1000 in late summer and another for \$5000 in late November. The board asked the CEO to request of the city that a reserve of \$6000 be established for the library because those funds were not spent in 2019. The reserve would be for capital purchases outside of the board's regular operating funding.

11. Plan, Policy review and By-law review

a. Review Policy—Programming Policy

Motion #2019-50

Moved by: Anna Turner

Seconded by: Brigid Wilkinson

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

Carried.

12. Closed Session regarding identifiable individuals

Motion #2019-51

Moved by: Anna Turner

Seconded by: Brenda Morissette

Be it resolved that the Temiskaming Shores Public Library Board go into Closed Session at 8:20 p.m. in regards to identifiable individuals.

Carried.

Motion #2019-52

Moved by: Brigid Wilkinson

Seconded by: Danny Whalen

Be it resolved that the Temiskaming Shores Public Library Board rise from Closed Session at 8:23 p.m. without report.

Carried.

13. Adjournment

Adjournment by Danny Whalen at 8:24 p.m.

Chair – Donald Bisson